



# **EEO Program Status Report**

**FY 2012**

**Parts A-D**

<b>10/5/2012</b> <b>9:06:40EEOC</b> <b>FORM</b> <b>715-01</b> <b>PART A - D</b>		<b>U.S. Equal Employment Opportunity Commission</b> <b>FEDERAL AGENCY ANNUAL</b> <b>EEO PROGRAM STATUS REPORT</b>			
<b>For period covering October 1, 2011 to September 30, 2012.</b>					
<b>PART A</b> Department or Agency Identifying Information	<b>1. Agency</b>		1. Department of the Navy		
	1.a. 2 <sup>nd</sup> level reporting component		Naval Facilities Engineering Command		
	1.b. 3 <sup>rd</sup> level reporting component				
	1.c. 4 <sup>th</sup> level reporting component				
	<b>2. Address</b>		2. 1322 Patterson Avenue, SE, Suite 1000		
	<b>3. City, State, Zip Code</b>		3. Washington Navy Yard, DC 20374		
	<b>4. CPDF Code</b>	<b>5. FIPS code(s)</b>	<b>4.</b>	<b>5.</b>	
<b>PART B</b> Total Employment	1. Enter total number of permanent full-time and part-time employees				1. 15,919
	2. Enter total number of temporary employees				2. 357
	3. Enter total number employees paid from non-appropriated funds				3. 0
	<b>4. TOTAL EMPLOYMENT [add lines B 1 through 3]</b>				<b>4. 16,276</b>
<b>PART C</b> Agency Official(s) Responsible For Oversight of EEO Program(s)	1. Head of Agency Official Title		1. C. J. Mossey, Rear Admiral, CEC, U.S. Navy Commander, NAVFAC		
	2. Command EEO Officer		2. C. J. Mossey, Rear Admiral, CEC, U.S. Navy Commander, NAVFAC		
	3. Principal EEO Director/Official Official Title/series/grade		3. Ferdinand LeCompte, Command Deputy EEO Officer, 0260, GS-14		
	4. Title VII Affirmative EEO Program Official		4. Ferdinand LeCompte, Command Deputy EEO Officer, 0260, GS-14		
	5. Section 501 Affirmative Action Program Official		5. Ferdinand LeCompte, Command Deputy EEO Officer, 0260, GS-14		
	6. Complaint Processing Program Manager		6. Ferdinand LeCompte, Command Deputy EEO Officer, 0260, GS-14		
	7. Other Responsible EEO Staff		1. Kym McRae-Haeffner, HQ EEO Specialist, 0260, GS-12 2. CNIC Servicing HROs/ DEOOs 3. NAVFAC ECH III & IV Personnel Resources and Programs staffs are expected to address and incorporate EEO principals in the execution of their program responsibilities		

<b>EEOC FORM 715-01 PART A - D</b>	<b>U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT</b>		
<b>PART D</b> List of Subordinate Components Covered in This Report	<b>Subordinate Component and Location (City/State)</b>	<b>CPDF and FIPS codes</b>	
	Naval Facilities Engineering Command Atlantic, Norfolk, VA		
	Naval Facilities Engineering Command Pacific, Pearl Harbor, HI		
	Naval Facilities Expeditionary Logistics Center, Port Hueneme, CA		
	Naval Facilities Engineering Service Center, Port Hueneme, CA		
	Naval Crane Center, Norfolk, VA		
<b>EEOC FORMS and Documents Included With This Report</b>			
*Executive Summary [FORM 715-01 PART E], that includes:	<b>X</b>	*Optional Annual Self-Assessment Checklist Against Essential Elements [FORM 715-01PART G]	<b>X</b>
Brief paragraph describing the agency's mission and mission-related functions	<b>X</b>	*EEO Plan To Attain the Essential Elements of a Model EEO Program [FORM 715-01PART H] for each programmatic essential element requiring improvement	<b>X</b>
Summary of results of agency's annual self-assessment against MD-715 "Essential Elements"	<b>X</b>	*EEO Plan To Eliminate Identified Barrier [FORM 715-01 PART I] for each identified barrier	<b>X</b>
Summary of Analysis of Work Force Profiles including net change analysis and comparison to NCLF	<b>X</b>	*Special Program Plan for the Recruitment, Hiring, and Advancement of Individuals With Targeted Disabilities for agencies with 1,000 or more employees [FORM 715-01 PART J]	<b>X</b>
Summary of EEO Plan objectives planned to eliminate identified barriers or correct program deficiencies	<b>X</b>	*Copy of Workforce Data Tables as necessary to support Executive Summary and/or EEO Plans	<b>X</b>
Summary of EEO Plan action items implemented or accomplished	<b>X</b>	*Copy of data from 462 Report as necessary to support action items related to Complaint Processing Program deficiencies, ADR effectiveness, or other compliance issues	<b>X</b>
*Statement of Establishment of Continuing Equal Employment Opportunity Programs [FORM 715-01 PART F]	<b>X</b>	*Copy of Facility Accessibility Survey results as necessary to support EEO Action Plan for building renovation projects	
*Copies of relevant EEO Policy Statement(s) and/or excerpts from revisions made to EEO Policy Statements	<b>X</b>	*Organizational Chart	<b>X</b>



# **462 Report**

## **Attachment 1**

**ANNUAL FEDERAL EQUAL EMPLOYMENT OPPORTUNITY  
STATISTICAL REPORT OF DISCRIMINATION COMPLAINTS**

(REPORTING PERIOD BEGINS OCTOBER 1ST AND ENDS SEPTEMBER 30TH)

\*\*Mixed Cases are Included in this report\*\*

Total Elapsed Time: 00:01:55

AGENCY OR DEPARTMENT: NV26 (and below)

REPORTING PERIOD: 10/01/2011 – 09/30/2012

**Part I – Pre-Complaint Activities**

**EEO Counselor**

	Counselings	Individuals
A. Intentionally Left Blank		

**ADR Intake Officer**

	Counselings	Individuals
B. Intentionally Left Blank		

**Total Completed/Ended Counselings**

	Counselings	Individuals
C. Total Completed/Ended Counselings	118	110
1. Counseled Within 30 Days	33	31
2. Counseled Within 31 to 90 Days	80	76
a. Counseled Within Written Extension Period No Longer Than 90 Days	24	21
b. Counseled Within 90 Days Where Individual Participated in ADR	53	53
c. Counseled Within 31-90 Days That Were Untimely	1	1
3. Counseled Beyond 90 Days	5	5
4. Counseled Due to Remands	0	0

**Pre-Complaint Activities**

	Counselings	Individuals
D. Pre-Complaint Activities		
1. On Hand at the Beginning of the Reporting Period	24	24
2. Initiated during the Reporting Period	107	100
3. Completed/Ended Counseling	118	110
a. Settlements (Monetary and Non-Monetary)	15	15
b. Withdrawal/No Complaint Filed	44	43
c. Counseling Completed/Ended in Reporting Period that Resulted in Complaint Filing in Reporting Period	57	52
d. Decision to File Complaint Pending at the End of the Reporting Period	2	2
4. Counselings Pending at the End of the Reporting Period	13	13

**Non-ADR Settlements with Monetary Benefits**

	Counselings	Individuals	Amount
E. Total	0	0	\$0.00
1. Compensatory Damages	0	0	\$0.00
2. Backpay / Frontpay	0	0	\$0.00
3. Lump Sum Payment	0	0	\$0.00
4. Attorney's Fees and Costs	0	0	\$0.00
5. Other (Other)	0	0	\$0.00

**Non-ADR Settlements With Non-Monetary Benefits**

	Counselings	Individuals
F. Total	8	8
1. Hires	0	0
a. Retroactive	0	0
b. Non-Retroactive	0	0
2. Promotions	0	0
a. Retroactive	0	0
b. Non-Retroactive	0	0
3. Expungements	0	0
4. Resignments	5	5
5. Removals Rescinded	0	0
a. Reinstatement	0	0
b. Voluntary Resignation	0	0
6. Accommodations	0	0
7. Training	3	3
8. Apology	0	0
9. Disciplinary Actions	0	0
a. Rescinded	0	0
b. Modified	0	0
10. Performance Evaluation Modified	1	1
11. Leave Restored	1	1
12. Other	1	1

**ADR Settlements with Monetary Benefits**

	Counselings	Individuals	Amount
G. Total	0	0	\$0.00
1. Compensatory Damages	0	0	\$0.00
2. Backpay / Frontpay	0	0	\$0.00
3. Lump Sum Payment	0	0	\$0.00
4. Attorney's Fees and Costs	0	0	\$0.00
5. Other (Other)	0	0	\$0.00

**ADR Settlements With Non-Monetary Benefits**

	Counselings	Individuals
H. Total	7	7
1. Hires	0	0
a. Retroactive	0	0
b. Non-Retroactive	0	0
2. Promotions	0	0
a. Retroactive	0	0
b. Non-Retroactive	0	0
3. Expungements	0	0
4. Resignments	0	0
5. Removals Rescinded	0	0
a. Reinstatement	0	0
b. Voluntary Resignation	0	0
6. Accommodations	1	1
7. Training	3	3
8. Apology	0	0
9. Disciplinary Actions	1	1
a. Rescinded	1	1
b. Modified	1	1
10. Performance Evaluation Modified	2	2
11. Leave Restored	0	0
12. Other	1	1

**NON-ADR SETTLEMENTS**

	Counselings	Individuals
I. Total	0	0

AGENCY OR DEPARTMENT: NV25 (and below)

REPORTING PERIOD: 10/01/2011 – 09/30/2012

## Part II – Formal Complaint Activities

A	Complaints on Hand at the Beginning of the Reporting Period	168
B	Complaints Filed	59
C	Remands (sum of lines C1 + C2 + C3)	2
C 1	Remands (Not Included in A or B)	1
C 2	Remands (Included in A or B)	1
C 3	Number of additional remands in this reporting period that are not captured in C 1 or C 2 above	0
C 4	Additional closures in this reporting period not reflected in F or H that resulted from remands	0
D	Total Complaints (sum of lines A + B + C1)	228
E	Complaints in Line D that were NOT Consolidated	212
F	Complaints in Line E that were Closed During Report Period	43
G	Complaints in Line D that WERE Consolidated	15
H	Complaints in Line G that were Closed During Report Period	2
I	Complaints On Hand at the end of the Reporting Period (Line D - (F + H) + ((C2 + C3) - C4))	184
J	Individual Filing Complaints (Complaints)	54
K	Number of Joint Processing Units from Consolidation of Complaints	4

AGENCY OR DEPARTMENT: NV25 (and below)

REPORTING PERIOD: 10/01/2011 - 09/30/2012

Part III - Agency Resources, Training, Reporting Line

A. Agency & Contract Resources

	Agency		Contract	
	Number	Percent	Number	Percent
1. Work Force				
a. Total Work Force	0			
b. Permanent Employees	0			
2. Counselors	0		0	
a. Full-Time	0	0	0	0
b. Part-Time	0	0	0	0
c. Collateral Duty	0	0	0	0
3. Investigators	0		0	
a. Full-Time	0	0	0	0
b. Part-Time	0	0	0	0
c. Collateral Duty	0	0	0	0
4. Counsel/Investig	0		0	
a. Full-Time	0	0	0	0
b. Part-Time	0	0	0	0
c. Collateral Duty	0	0	0	0

B. Agency & Contract Staff Training

	Counselor		Investigator		Counselor/Investigator	
	Agency	Contract	Agency	Contract	Agency	Contract
1. New Staff - Total	0	0	0	0	0	0
a. Staff Receiving Required 32 or more hours	0	0	0	0	0	0
b. Staff Receiving 8 or more hours, usually given to experienced staff	0	0	0	0	0	0
c. Staff Receiving no training at all	0	0	0	0	0	0
2. Experienced Staff - Total	0	0	0	0	0	0
a. Staff Receiving Required 32 or more hours	0	0	0	0	0	0
b. Staff Receiving 8 or more hours, usually given to experienced staff	0	0	0	0	0	0
c. Staff Receiving no training at all	0	0	0	0	0	0

C. Reporting Line

1. EEO Director's Name:	
1a. Does the EEO Director Report to the Agency Head? (Yes/No)	NO
2. If no, who does the EEO Director Report to?	Person: Title:
3. Who is responsible for the day-to-day operation of the EEO program in your Department/Agency/organization?	Person: Title:
4. Who does that person report to?	Person: Title:



AGENCY OR DEPARTMENT: NV25 (and below)

REPORTING PERIOD: 10/01/2011 - 09/30/2012

Part IV - Bases and Issues Alleged in Complaints Filed (Part 1)

Issues of Alleged Discrimination	Bases of Alleged Discrimination												Total all complaints by issue
	Race						Color	Religion	Reprisal	Total all bases by issue	Total all complaints by issue		
	Amer. Indian / Alaska Native	Asian	Native Hawaiian / Other Pacific Islander	Black / African American	White	Two or More Races							
Appointment/Hire	0	0	0	1	0	0	0	0	2	6	3	3	
Assignment of Duties	0	0	0	3	0	0	1	0	2	11	6	6	
Awards	0	0	0	1	0	0	0	0	1	3	2	2	
Conversion to Full Time	0	0	0	0	0	0	0	0	0	0	0	0	
Demotion	0	0	0	0	0	0	0	0	1	3	2	2	
Reprimand	0	1	0	1	0	0	1	1	4	13	5	4	
Suspension	0	0	0	0	0	0	0	0	1	1	1	1	
Removal	0	0	0	0	0	0	0	0	0	0	0	0	
Duty Hours	0	1	0	0	0	0	0	0	1	3	2	2	
Evaluation/Appraisal	0	0	0	1	0	0	0	0	1	3	2	2	
Examination/Test	0	0	0	0	0	0	0	0	0	0	0	0	
Non-Sexual	0	1	0	4	1	0	0	0	11	41	20	18	
Sexual									0	0	0	0	
Medical Examination	0	0	0	0	0	0	0	0	0	0	0	0	
Pay including Overtime	0	0	0	0	0	1	0	0	1	4	4	4	
Promotion/Non-Selection	0	0	0	4	1	0	2	0	8	31	15	14	
Denied	0	0	0	0	0	0	0	0	0	0	0	0	
Directed	0	0	0	0	0	0	0	0	0	0	0	0	
Reasonable Accommodation								0	1	6	4	4	
Reinstatement	0	0	0	0	0	0	0	0	0	0	0	0	
Retirement	0	0	0	0	0	0	0	0	0	2	1	1	
Termination	0	0	0	1	0	2	2	0	2	15	5	5	
Terms/Conditions of Employment	0	0	0	2	0	0	1	0	5	13	7	7	
Time and Attendance	0	0	0	0	0	0	0	0	2	4	2	2	
Training	0	0	0	0	0	0	0	0	2	3	2	2	
Other (Please Specify Below)	0	0	0	0	0	0	0	0	0	0	0	0	
NEPS Other	0	0	0	0	0	0	0	0	0	0	0	0	
Total All Issues by Bases	0	3	0	18	2	3	7	1	45				
Total All Complaints Filed by Bases	0	3	0	16	2	3	5	1	33				
Total All Complaints by Bases	0	3	0	16	2	3	5	1	28				

Part IV - Bases and Issues Alleged in Complaints Filed (Part 2)

Issues of Alleged Discrimination	Bases of Alleged Discrimination															Total all bases by issue	Total all complaints by issue	Total all complaints by issue
	Sex		Pregnancy Discrimination Act	National Origin		Equal Pay Act		Disability			GINA							
	Male	Female		Hispanic / Latino	Other	Male	Female	Age	Mental	Physical								
Appointment/Hire	1	0	0	0	1			1	0	0	0	6	3	3	3	3		
Assignment of Duties	1	0	0	0	0			2	0	2	0	11	6	6	6	6		
Awards	0	0	0	0	0			0	0	1	0	3	2	2	2	2		
Conversion to Full Time	0	0	0	0	0			0	0	0	0	0	0	0	0	0		
Demotion	0	0	0	0	0			2	0	0	0	3	2	2	2	2		
Reprimands	0	0	0	0	1			2	1	1	0	13	5	4	4	4		
Suspension	0	0	0	0	0			0	0	0	0	1	1	1	1	1		
Removal	0	0	0	0	0			0	0	0	0	0	0	0	0	0		
Duty Hours	0	0	0	0	0			1	0	0	0	3	2	2	2	2		
Evaluation/Appraisal	0	1	0	0	0			0	0	0	0	3	2	2	2	2		
Examination/Test	0	0	0	0	0			0	0	0	0	0	0	0	0	0		
Non-Sexual	1	3	0	0	1	1		6	5	8	0	41	20	18	18	18		
Sexual	0	0								1		0	0	0	0	0		
Medical Examination	0	0	0	0	0			0	0	0	0	0	0	0	0	0		
Pay including Overtime	1	0	0	0	0	0	0	0	0	1	0	4	4	4	4	4		
Promotion/Non-Selection	0	3	0	0	0			7	2	4	0	31	15	14	14	14		
Denied	0	0	0	0	0			0	0	0	0	0	0	0	0	0		
Directed	0	0	0	0	0			0	0	0	0	0	0	0	0	0		
Reasonable Accommodation									2	3		6	4	4	4	4		
Reinstatement	0	0	0	0	0			0	0	0	0	0	0	0	0	0		
Retirement	0	0	0	0	0			1	0	1	0	2	1	1	1	1		
Termination	0	2	0	1	1			2	1	1	0	15	5	5	5	5		
Terms/Conditions of Employment	0	0	0	0	0			2	1	2	0	13	7	7	7	7		
Time and Attendance	0	0	0	0	0			0	1	1	0	4	2	2	2	2		
Training	0	0	0	0	0			1	0	0	0	3	2	2	2	2		
Other (Please Specify Below)	0	0	0	0	0			0	0	0	0	0	0	0	0	0		
NSPS Other	0	0	0	0	0			0	0	0	0	0	0	0	0	0		

Total All Issues By Bases	4	9	0	1	4	0	0	27	13	25	0			
Total All Complaints Filed by Bases	2	9	0	1	4	0	0	21	8	15	0			
Total All Complaints by Bases	2	9	0	1	4	0	0	18	7	13	0			

#### Part IVA – Bases of Discrimination in Findings and Alleged in Settlements

[illegible]

#### **Part IVB – Issues of Discrimination in Findings and Alleged in Settlements**

Part IVB – Issues of Discrimination in Findings and Alleged in Settlements

Findings/ Allegations In:	Appointment/ Hire	Assignment of Duties	Awards	Conversion to Full Time	Disciplinary Action					Removal	Duty Hours	Eval/ Appraisal	Exam/ Test	Harassment		Medical Exam	Pay/ Overtime	Prom N Sale
					Demotion	Reprimand	Suspension	Non- Sexual	Sexual									
1 Counseling Settlement Allegations	1	0	0	0	0	2	0		0	0	1	0	6	1	0	0	1	
1a Number of Counselings Settled	1	0	0	0	0	2	0		0	0	1	0	6	1	0	0	1	
1b Number of Counselings Settled With	1	0	0	0	0	2	0		0	0	1	0	6	1	0	0	1	
2 Complaint Settlement Allegations	0	1	1	0	0	2	0		0	0	1	0	10	0	0	0	5	
2a Number of Complaints Settled	0	1	1	0	0	2	0		0	0	1	0	8	0	0	0	4	
2b Number of Complaints Settled With	0	1	1	0	0	2	0		0	0	1	0	8	0	0	0	2	
3 Final Agency Decision Findings	0	0	0	0	0	0	0		0	0	0	0	0	0	0	0	0	
3a Number FADs With Findings	0	0	0	0	0	0	0		0	0	0	0	0	0	0	0	0	
3b Number Complaints Issued FAD Findings	0	0	0	0	0	0	0		0	0	0	0	0	0	0	0	0	
4 AJ Decision Findings	0	0	0	0	0	0	0		0	0	0	0	1	0	0	0	0	
4a Number AJ Decisions With Findings	0	0	0	0	0	0	0		0	0	0	0	1	0	0	0	0	
5 Final Agency Order Findings Implemented	0	0	0	0	0	0	0		0	0	0	0	1	0	0	0	0	
5a Number of Final Orders With Findings Implemented	0	0	0	0	0	0	0		0	0	0	0	1	0	0	0	0	
5b # of Complaints Issued FOs With Findings Implemented	0	0	0	0	0	0												

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# **EEO Program Status Report**

## **Executive Summary**

**FY 2012**

**Part E**

## **PART E**

### **Naval Facilities Engineering Command**

For Period Covering October 1, 2011 to September 30, 2012

#### **EXECUTIVE SUMMARY**

##### **NAVFAC Mission and Mission-related functions**

The overall mission of Naval Facilities Engineering Command (NAVFAC):

“NAVFAC is the Systems Command that delivers and maintains quality, sustainable facilities, acquires and manages capabilities for the Navy’s expeditionary combat forces, provides contingency engineering response, and enables energy security and environmental stewardship.”

NAVFAC’s Strategic Plan (2010-2017) states as one of NAVFAC’s four goals, “Develop comprehensive and systematic processes to hire develop, retain and plan for succession of a diverse, technically competent and responsive workforce.” NAVFAC’s Strategic Plan (2010-2017) can be found at the end of the report.

Led by the Chief of Civil Engineers, NAVFAC manages the planning, design, construction, contingency engineering, real estate, environmental, and public works support for U.S. Navy shore facilities around the world through a network of regional and local offices that employ 16,276 civilian employees, including direct and indirect-hire local nationals.

NAVFAC is comprised of 16 separate component commands located throughout the world. These include:

- NAVFAC HQ (Echelon II)
- NAVFAC Pacific (Echelon III)
- NAVFAC Atlantic (Echelon III)
- Navy Facilities Engineering Service Center (NFESC) (Echelon III) – See note
- Navy Facilities Expeditionary Logistics Center (NFELC) (Echelon III) – See note
- Navy Crane Center (NCC) (Echelon III)
- NAVFAC Mid-Atlantic (Echelon IV)
- NAVFAC Washington (Echelon IV)
- NAVFAC Southeast (Echelon IV)
- NAVFAC Southwest (Echelon IV)
- NAVFAC Midwest (Echelon IV)
- NAVFAC Northwest (Echelon IV)
- NAVFAC Europe Africa Southwest Asia (Echelon IV)
- NAVFAC Hawaii (Echelon IV)
- NAVFAC Marianas (Echelon IV)
- NAVFAC Far East (Echelon IV)

Note: NFESC and NFELC became Naval Facilities Engineering and Expeditionary Warfare Center (NFEXWC) on September 20, 2012. Since the change became effective ten days before the new fiscal year, this report will report NFESC and NFELC separately.

Reporting to the Echelon IV Commands are a total of 102 field offices, consisting of Public Works Departments (PWD), Officer in Charge of Construction Offices (OICC) and Resident Officer in Charge of Construction (ROICC) offices.

## **NAVFAC Workforce**

The information in this report presents a snapshot by Race, National Origin (RNO), sex, and disability of NAVFACs overall employment participation rates as of 30 September 2012 (in comparison with the FY 2011 workforce and the Civilian Labor Force (CLF) rates). The statistical data for workforce participation used in this report was obtained from the Department of Defense Civilian Personnel Data Systems (DCPDS).

NAVFAC conducted its annual self-assessment against the MD 715 “Six Essential Elements” of the Model EEO Program by comparing FY 2012 and FY 2011 with the current state of the organization in order to determine FY 2012 accomplishments. Elements assessed were: **demonstrated commitment from the NAVFAC leadership; integration of EEO into NAVFACs strategic mission; management and program accountability; proactive prevention of unlawful discrimination; efficiency; and responsiveness and legal compliance.** Annual assessments of the “Six Essential Elements” including identifying strengths and deficiencies and making corrections where warranted, ensures employees and applicants for employment are serviced by NAVFAC EEO offices and receive services consistent with the tenets of a Model EEO Program.

The major occupations employed by NAVFAC include engineers, contract specialists engineering technicians, management and program analysts, electricians, and maintenance mechanics. NAVFAC employs personnel in 15 professional communities including: administration/corporate services, contracts, counsel, environmental, financial management, information technology, public affairs, operations, inspector general, capital improvements, public works, crane operations, asset management, expeditionary/contingency, and human resources.

### **1. Strengths and Deficiencies of NAVFAC’s EEO Program** (Note: deficiencies that were addressed in FY 11 and FY12 are in blue ink).

NAVFAC is committed to creating and sustaining an environment that values diversity in the workforce. Much effort and energy has been devoted to recruiting groups with low participation; developing and expanding quality of work-life programs to support the workforce; and developmental programs at all levels of the organization to ensure development and promotion opportunities for all employees. The current plans for FY13 describe actions that should correct identification of deficiencies. The FY12 plans were revamped to focus on more vital areas of concern as it relates to NAVFAC and DON.

The plans that were identified in last year’s report will be discussed in this year’s report as closed out or delayed to focus on more significant areas of concern in achieving a Model EEO Program.

- a. **Element A: Demonstrated Commitment from Agency Leadership:** Requires the agency head to issue written policy statements ensuring a workplace free of

discriminatory harassment and a commitment to equal employment opportunity; that EEO policy statements have been communicated to all employees; and that the agency EEO policy is vigorously enforced by agency management.

- (1) **Strength:** NAVFAC senior leadership continues to be fully committed to implementing and sustaining improvements to increase the diversity of its workforce. A Senior Executive Service (SES) Champion was appointed for each Special Emphasis Program to provide senior leadership for their respective groups.
- (2) **Strength:** All component Commanders/Commanding Officers have re-issued current EEO policy statements that are posted in NAVFAC buildings, on internal bulletin boards, and on internal websites.
- (3) **Strength:** Questions provided in EEOC's MD-715 were used as a starting point in the review of personnel practices, policies and procedures which are examined on a regular basis and updated as need or required.
- (4) **Strength:** Senior Leadership continues to attend and participate in annual diversity conferences such as Black Engineer of the Year Awards Annual Conference (BEYA), Society for Women Engineers (SWE) Annual Conference, and Society for Hispanic Professionals and Engineers (SHPE) National Conference. Leadership also attends job fairs at local diverse high schools to recruit apprentices and students to participate in the Student Temporary Employment Program (STEP).
- (5) **Strength:** An EEO Advisory Committee was established to ensure that senior leaders and required stakeholders were involved in the employment, advancement, and retention of all EEO groups, including individuals with targeted disabilities (IWTD). One of the major functions of the Advisory Committee is to conduct barrier analysis.
- (6) **Strength:** A NAVFAC employee was nominated and selected for the prestigious 2012 Society of Mexican Engineers and Scientists (MAES) Award. This award serves as an inspiration for future Hispanic students to pursue careers in the field of science and engineering.

(7) **Deficiency:** None noted.

- b. **Element B: Integration of EEO into the Agency's Strategic Mission:** Requires that the agency's EEO programs be organized and structured to maintain a workplace that is free from discrimination in any of the agency's policies, procedures, or practices, and supports the agency's strategic mission; that the EEO Officer has appropriate authority and resources to effectively carry out the program; that EEO has regular and effective means of informing the agency head and senior management officials of the status of EEO programs and are involved in and consulted on management and personnel actions by the agency head; and sufficient human resources and budget are allocated to the EEO program.

- (1) **Strength:** One of the four goals that is paramount in NAVFAC's strategic plan is to hire, develop, retain and plan for the succession of a diverse workforce.
- (2) **Strength:** Activity Commanders and Commanding Officers report that their EEO Programs are in legal compliance with applicable regulations and laws. IG reviews of Echelon III and IV commands have continuously improved to support this report.
- (3) **Strength:** All activities report that HRO/EEO Program Officials are involved and engaged in personnel processes that positively impact the diversity of the workforce.
- (4) **Strength:** The knowledge of NAVFAC supervisors was increased enterprise-wide by providing a comprehensive NAVFAC DCO Supervisor Training which addressed EEO laws/regulations, discrimination complaint processing, reasonable accommodations, special emphasis programs, MD-715 and diversity.
- (5) **Deficiency:** None noted.

The deficiencies identified under Element B in the FY 11 report have been corrected.

- c. **Element C: Management and Program Accountability:** Requires the agency head to hold all managers, supervisors, and EEO officials responsible for the effective implementation of the agency's EEO Program and Plan. EEOs and personnel must meet regularly to assess whether personnel programs, policies, and procedures are in conformity with instructions contained in EEOC and DON management directives. EEO program officials are required to provide regular (monthly/quarterly/semi-annually) updates to management and supervisory officials.

- (1) **Strength:** NAVFAC leadership has developed and deployed a standard information package/brief detailing special hiring authorities, reasonable accommodation procedures, Alternative Dispute Resolution (ADR) processes, barrier analysis procedures, and other aspects of achieving and maintaining a Model Program. This standard package was deployed to all NAVFAC Commands in FY12.
- (2) **Strength:** NAVFAC championed the EEO stand-up for the new HRO service delivery system in EEO organizational design, staffing structure and placements involving coordinated training, job design and career management efforts to ensure proper identification of service delivery and anticipate systemic issues with re-organization; engaged servicing DEEOOs on improving the timeliness of complaints and monitored the process management of the complaint processing system for resolution attempts and more timely investigations.
- (3) **Strength:** Improved communications with Echelon III and IV PR&P staffs and servicing CNIC DEEOOs in the performance of EEO, reasonable accommodation, discrimination complaints processing, special emphasis programs and EEO training in in order to achieve a Model EEO Program
- (4) **Strength:** Established all Special Emphasis Programs (SEP) by appointing two Special Emphasis Program Managers (SEPM) for each SEP as well as a Wounded

Warrior Program Manager for the purpose of conducting barrier analysis to identify possible systemic forms of discrimination and barriers to equal employment opportunity. All SEPMS conducted a thorough analysis of their respective areas and briefed senior leaders on their findings.

- (5) **Strength:** During FY 12 NAVFAC developed a comprehensive reasonable accommodation (RA) process utilizing NAVFAC's "Business Management System" (NAVFAC BMS) which is the commands' source for consistent business processes, practices and resources. It provides a medium for sharing best practices and serves as a foundation for improving performances across NAVFAC. In addition to consistent business processes, it provides "one-stop" access for pertinent resources such as regulations, templates, forms, and links to other NAVFAC tools. NAVFAC BMS promotes efficiency and effectiveness by capturing best practices and making them accessible NAVFAC-wide. The RA process also established a RA team comprised of first level supervisors, HR specialists, RA specialists, Office of Counsel and other staff as deemed appropriate. This RA process was posted on the NAVFAC portal and was also made available to the workforce through a variety of other venues.

- (6) **Deficiency:** None noted.

The deficiencies identified under Element C in the FY 11 Report have been corrected.

- d. **Element D: Proactive Prevention:** Requires that the agency conduct a self assessment on at least an annual basis to monitor progress and identify areas where barriers may operate to exclude certain groups. While some barriers are readily discernable, most are embedded in the agency's day-to-day employment policies, practices, and programs; this includes recruitment, hiring, career development, competitive and non-competitive promotions, training, awards and incentive programs, disciplinary actions, and separations.

- (1) **Strength:** ADR was offered in 118 or 100% of the informal discrimination cases filed.
- (2) **Strength:** ADR was accepted in 55% of the cases in FY 12. This exceeds the previous Navy rate of acceptance by 3.7%.
- (3) **Strength:** NAVFAC continues to provide a flexible work environment to increase and enhance opportunities for all employees. Telework and flexible work schedules are key programs offered to employees.
- (4) **Strength:** The NAVFAC MD-715 Report was improved by strategically aligning the enterprise barrier analysis and the elimination of program deficiencies with DON requirements.
- (5) **Deficiency:** None noted.

The deficiencies identified under Element D in the FY 11 Report have been corrected.



- e. **Element E: Efficiency:** Requires that each agency shall assure that individual complaints are thoroughly investigated; that a model EEO program must have an efficient and fair dispute resolution process; and effective systems for evaluating the impact and effectiveness of its EEO programs.

The deficiencies identified under Element E in the FY 11 Report have been corrected.

- (1) **Strength:** In FY 12, 100% of all merit decisions were handled in a timely manner.
- (2) **Strength:** NAVFAC facilitated the success of the Command Managed Equal Opportunity (CMEO) program by providing oversight and support for the CMEO Manager and Command Assessment Team in conjunction with the DEOCS survey process.
- (3) **Strength:** NAVFAC enterprise EEO training requirements were improved by establishing an annual reporting system to ensure compliance.
- (4) **Deficiency:** EEO investigations are not completed within the applicable prescribed time frame. CNIC controlled HRO are at COL Level 4 and IRD investigator vacancies.
- (5) **Deficiency:** Reasonable resources for the discrimination complaint process to ensure efficient and successful operation in accordance with 29 C.F.R. 1614.102(a)(1) are not provided because NAVFAC is serviced by local CNIC HRO/EEO offices. CNIC is at COL Level 4 resulting in insufficient resources to ensure timely processing of complaints.
- (6) **Deficiency:** Recruitment efforts and the analysis of those efforts have not been tracked to identify potential barriers in accordance with MD-715 and DON standards because applicant flow data has not been available. The Office of Personnel Management USA staffing tool which is DON's interim recruitment solution includes the capability to track applicant flow data.

Overseeing the implementation of a new EEO service delivery model across the enterprise in April 2013 will give the EEO Officers (EEOO) total responsibility for the establishment and maintenance of a Model EEO Program at the Command or Activity level. This new service delivery model is more streamlined with the service providers owned by their respective major commands, ensuring alignment and accountability of the command program. This deficiency can be corrected by providing oversight, direction and guidance and holding commands accountable for the effective management of their EEO program and for ensuring that investigations are completed within the applicable prescribed time frames, issuing EEO Program score cards to commands based on FY 13 program efforts and annual program status report submissions, conducting on site validation visits. Requiring commands to provide documentation that they have conducted a thorough analysis of applicant flow data when it becomes deployed in FY 13 through the USA staffing tool to identify potential barriers.

f. **Element F: Responsiveness and Legal Compliance:** Requires agencies to report to the EEOC information concerning pre-complaint counseling, ADR, and the status, processing and disposition of complaints under this part at such times and in such manner as the Commission prescribes. This data is required on EEOC Form 462.

- (1) **Strength:** The Command is in compliance with all EEO statutes and EEOC regulations, policy guidance and other written instructions.
- (2) **Strength:** Improved EEO program compliance (EEO Scorecard) by conducting validation visits to echelon III commands.
- (3) **Strength:** Established site visits to echelon IV commands to learn more about NAVFAC and to foster a relationship for the development of consistent EEO programs from echelon II to echelon IV.
- (4) **Deficiency:** None noted.

The deficiencies identified under Element F in the FY 11 Report have been corrected.

**g. Analysis of the FY 12 NAVFAC EEO Program**

**Affirmative Employment**

- (1) **Strength:** NAVFAC has increased its outreach efforts with affinity groups initiatives. Affinity groups with low participation including: iHispano, Batanga Network, Hire Disability, A Mighty River, Exell, Women's Professional, BlackPlanet.com, VIBE Network, HBCU Connect, Monster.com, Military.com, FACEBOOK, TWITTER, and MONSTER.com.
- (2) **Strength:** NAVFAC participated in national diversity events, several local diversity events, recruiting diversity events, and several Wounded Warrior career fairs.

**h. Hispanic Employment Program**

- (1) **Strength:** NAVFAC had a large presence at the Society of Hispanic Professional Engineers (SHPE), Mexican American Engineers and Scientists (MAES), Hispanic Colleges and University Association (HCUA) events, Hispanic Engineer National Achievement Awards Corporation Conference (HENAAC) and the Hispanic Engineer Science, Technology and Engineering Conference. Senior Leadership participated and spoke at annual Hispanic Conferences.
- (2) **Strength:** A NAVFAC employee was nominated and selected for the prestigious 2012 Society of Mexican Engineers and Scientists (MAES) Award. This award serves as an inspiration for future Hispanic students to pursue careers in the field of science and engineering.

**i. Individuals with Targeted Disabilities Program (IWTD)**

- (1) **Strength:** An EEO Advisory Committee was established to ensure that senior leaders were involved in the hiring, advancement, and retention of all EEO groups, including individuals with targeted disabilities (IWTD). One of the major functions of the Advisory Committee is to conduct barrier analysis.
- (2) **Strength:** The Special Emphasis Disability Program Managers conducted a detailed and thorough barrier analysis of IWTD representation in the NAVFAC workforce and briefed their findings and recommendations to other SEPM's, EEO staff and senior leaders in the enterprise. The SEPMs also identified initiatives to increase the participation and retention of Wounded Warriors in the NAVFAC workforce.
- (3) **Strength:** A Senior Executive Service (SES) Champion, the Executive Director for NAVFAC was appointed for the Special Emphasis Disability Employment Program. The major objective is to increase the employment of individuals with targeted disabilities (IWTD). These senior leaders meet monthly and are responsible for analysis of barriers and for identifying possible systemic forms of discrimination and barriers to equal opportunity that may impede the participation of IWTD in the NAVFAC workforce.
- (4) **Deficiency:** The deficiencies identified in the FY 11 Report have been corrected however IWTD participation rate is below the DON goal of 2%. Several initiatives and planned activities to address this deficiency include; increasing training initiatives to decrease attitudinal barriers, re-surveying the work force requesting voluntary self-identification of a disability, establishing a separate budget for funding RA requests and soliciting input from major commands on how to set realistic hiring goals for individuals with disabilities and IWTD. These initiatives are include in more detail in Part J of this MD-715 Report.

**2. Plans to be implemented and accomplished during the upcoming year**

In addition to continued active participation in annual conferences of groups with low participation, NAVFAC continues to explore new opportunities for diversity in White, Black, Hispanic, Asian, and Native American females; Black, Hispanic, Asian, and Native American males, and individuals with disabilities. NAVFAC will continue to aggressively concentrate resources to improve low participation rates and reduce barriers by focusing on the following areas within the EEO Program, IWTD, Diversity, and Outreach categories:

- a) Regularly brief the EEOO and other senior officials on the "State of the EEO Program" covering all aspects of the EEO program. This would include an assessment of the performance of the command in each of the six elements of the Model EEO program. The CDEEOO will also brief the EEOO on the MD 715 report progress of NAVFAC echelon III and IVs commands. The briefing will include progress of barrier analysis including any other barriers identified and if they have been reduced and/or eliminated.

- b) Update Senior Leadership regularly at Business Management Board meetings, or other key leadership meetings, on NAVFAC's progress in the hiring and advancement of IWTD and individuals from groups with low participation.
- c) Continue the deployment of the "Introduction to Barrier Analysis" training course and mandate completion by all supervisors as part of the existing mandatory EEO training for supervisors. Continue to train PRP Staffs and supervisors throughout NAVFAC and look for opportunities for an advanced Barrier Analysis training course for those PRP staffs that have initially completed the basic course.
- d) Continue providing ongoing training, guidance and communication to all employees and supervisors on EEO programs and policies.
- e) Continue with the newly implemented CDEEO MD-715 Annual Validation Visits and communication to improve EEO complaint processing. As part of the validation visits, work with the servicing HR/EEO offices.
- f) Continue to pursue qualified candidates at annual affinity conferences including the Black Engineers of the Year Awards (BEYA) Conference, Society of Women Engineers (SWE) Annual Conference, SHPE Conference, American Indian Engineers and Scientists Annual Conference, National Society of Black Engineers (NSBE), and other affinity conferences.
- g) Continue to train and educate hiring managers in the use of the Schedule "A" appointing authority when qualified candidates are found.
- h) Continue to expand senior leadership's focus on hiring IWTDs by working with the IWTD SES or senior leader "champion" at respective levels throughout NAVFAC IAW the President's new Executive Order and new DON policy.
- i) Continue the use of the Workforce Recruitment Program (WRP) for College students with Disabilities utilizing the Student Temporarily Employment Program (STEP).
- j) Continue to increase the use of the pipeline of qualified Hispanic applicants and other low-participation identified groups by hiring students through the new Pathways Internship Program.
- k) Continue to reinforce partnerships with local colleges and universities with large populations of low participation groups including Hispanic populations. Provide notice of job opportunity announcements at career and job fairs sponsored by affinity groups such as Hispanic organizations and colleges and universities.
- l) Continue participating in local public school career days especially with schools that have large minority populations.
- m) Continue to develop and expand apprenticeship programs to grow a blue collar workforce capable of advancement into future leadership roles, coordinating with technical and

vocational schools where applicable as identified in NAVFAC's Strategic Plan (2010 – 2017).

- n) Continue posting of employment opportunities with websites targeted to groups with low participation and in high visibility venues such as MONSTER.com, TWITTER, and FACEBOOK.
- o) Closely monitor the initiatives established to increase the participation rates of IWTD.
- p) Oversee and provide guidance and direction for the new HRO service delivery system which will be implemented in April FY13.

### **3. Conclusion**

NAVFAC Senior Leadership is committed to increasing equal employment opportunity by increasing the barrier analysis and elimination of barriers and deficiencies throughout the NAVFAC enterprise.

In response to last year's assessment NAVFAC took a more focused approach to barrier analysis including the input from Echelon II, III and IV managers and supervisors. Barriers identified in FY11 that were cited in the FY11 DON EEO Scorecard have now been corrected as well as a recommended re-focus on what barrier priorities and workforce analysis need attention and focus to move forward in achieving a Model EEO Program at NAVFAC.

NAVFAC made significant strides in FY 12. In FY 12, through reviewing trends over the past several years and reviewing last year's identified deficiencies and barriers, NAVFAC completed several from FY11 deficiencies and closed out less significant ones from FY10. This year's report also included significant barrier analysis that was conducted by the SEPMS. This has been included in this year's report as well as addressed in the accomplishments from last year's identified deficiencies and barriers. Barriers and plans to eliminate barriers are included in Part H, I, J and K. Challenges in FY 13 will also include the oversight of the implementation of a new HRO service delivery system to be implemented in April, 2013.

Finally, NAVFAC's approach to correcting its deficiencies and eliminating barriers includes increasing awareness of the key components of a Model EEO Program; conducting further barrier analysis training; echelon three oversight and validation; communication and transparency; and continuing implementation and expansion of understanding the requirements and strategies of a Model EEO Program.



# **EEO Program Status Report**

## **FY 2012 Part E Work Force Analysis Attachment**

## WORK FORCE SUMMARY

The data discussed in this summary is inclusive of significant data table analysis. Based on the EEOC classifications NAVFAC's reportable employee population is displayed in the following table. NAVFAC employees work in a variety of career programs, pay plans, and occupational series. Since the majority of NAVFAC's employees work in the *Officials and Managers* category, as well as the *Professional* category, this report will focus more on these categories. The NAVFAC workforce population, based on the EEOC categories is shown in Figure 1 below.

	Permanent Workforce	Population	Percent	NCLF
Figure 1	All Male	11,992	75.33%	53.20%
	All Female	3,927	24.67%	46.80%
	Hispanic Male	630	3.96%	6.20%
	Hispanic Female	281	1.77%	4.50%
	White Male	7,969	50.06%	39.00%
	White Female	2,225	13.98%	33.70%
	Black/African American Male	1,290	8.10%	4.80%
	Black/African American Female	571	3.59%	5.70%
	Asian Male	1,553	9.76%	1.90%
	Asian Female	620	3.89%	1.70%
	Native Hawaii/Pacific Islander Male	308	1.93%	0.10%
	Native Hawaii/Pacific Islander Female	138	0.87%	0.10%
	American Indian/Alaskan Native Male	64	0.40%	0.30%
	American Indian/Alaskan Native Female	28	0.18%	0.30%
	Two or more races Male	178	1.12%	0.80%
	Two or more races Female	64	0.40%	0.80%
	Total	15,919	100%	



## Workforce Profile Analysis

### Hispanics:

During FY 12 Hispanics represent 5.73% of Naval Facilities Engineering Command (NAVFAC) workforce which is a .05% increase from FY 11. This participation rate is equal to the participation rate in FY 11. Hispanic participation rates fall below the Census Bureau Civilian Labor Force (CLF) of 10.7%.

**Hispanic Males** (3.96% vs. 6.2% CLF) have low participation at NAVFAC overall but are well represented in NAVFAC Southwest (SW) (8.3%), Naval Facilities Expeditionary Logistics Center (NFELC) (8.4%), Naval Facilities Engineering Service Center (NFESC) (7.6%) and NAVFAC Southeast (SE) 7.0%). Hispanic Males had high participation rates in the Professional occupational category (4.09% vs. CLF of 2.2%), Technician occupational category (4.09% vs. CLF of 3.3%) and they exceeded their CLF participation rates in the following major occupations; General Engineer, Civil Engineer, Environmental Engineer and Mechanical Engineer. **Hispanic Females** (1.77% vs. 4.5% CLF) overall had low participation rates at NAVFAC but overall had high participation rates at NFELC (9.7%), NFESC (5.4%), and Naval Facilities Institute (NFI) (8.8%). Hispanic females exceeded their CLF participation rates in the following major occupational categories; Program Analyst, Architect, Environmental Engineer, Mechanical Engineer, Contract Specialist and IT Specialist. Hispanic Females had low participation rates in mid-level (GS13/14) positions (1.7%), Grades 12 and below (.8%), Professional occupational category (2.07%), and the Technicians occupational category (0.4%). Hispanic females in the Executive/Senior level (grades 15 and above) had a participation rate of 2.6% as compared to the CLF participation rate of 2.8%.

### African Americans:

African Americans represent 11.69% of NAVFAC's workforce which is a .07% increase from FY 11. African Americans exceeded the CLF participation rate of 10.5%. **African American Males** (8.1% vs. 4.8% CLF) have high participation rates at NAVFAC Headquarters (HQ) (4.9%), NAVFAC Washington (WASH) (18.7%), NAVFAC Mid Atlantic (MIDLANT) (13.8%), NAVFAC SW (6.9%), NAVFAC Far East (FE) (7.0%) and NAVFAC Southeast (SE) (8.0%). African American Males exceeded their CLF participation rates in the following major occupational categories; Program Analyst, General Engineer, Engineering Technician, Mechanical Engineer, Contract Surveillance, Contract Specialist, IT Specialist and Electrician. African American Males had high participation rates in GS12 and below positions (10.7%), Technicians (6.8%), Office/Clerical (5.7%), Craft Workers (14.1%), Operatives (18.7%), Laborers (22.0%), and Service Workers (16.2%). **African American Females** (3.59% vs. CLF 5.7%) have low participation rates at NAVFAC but high participation rates at NAVFAC HQ (9.1%), NAVFAC WASH (7.8%), NAVFAC Atlantic (LANT) (8.7%) and NFI (5.8%). African American Females exceeded their CLF in the following major occupational categories; Program Analyst, General Engineer, Architect, Civil Engineer, Environmental Engineer, Contract Specialist, IT Specialist and Electrician. African American Females had high participation rates in the following occupational categories; officials and managers (6.0%) and office/clerical (13.6%).



### Asian Americans:

Asian Americans represent 13.6% of NAVFAC's workforce a .39% decrease from FY 11 and exceed the CLF participation rate of 3.6%. **Asian Males** represent 9.76 % of the workforce vs. CLF 1.9%). Asian Males exceeded the CLF participation rate in all Facilities Engineering Commands (FEC's) except NAVFAC MW (1.1% vs. 1.90% CLF), NAVFAC MIDLANT (1.2% vs. 1.9% CLF) and NAVFAC SE (1.6% vs. 1.9% CLF). Asian Males exceeded the CLF in every occupational category and exceeded the CLF participation rate for all major occupations except Pipefitter (7.6% vs. 70.0% CLF). **Asian Females** participation rate (3.89% vs. 1.7% CLF) exceeded the CLF in each Facilities Engineering Command (FEC) except NAVFAC WASH (0.62%), NAVFAC MW (0.35%), NAVFAC MIDLANT (0.58%), NAVFAC LANT (1.2%), NAVFAC SE (0.82%) and NCC (0.0%). Asian Females have high participation rates in the following occupational categories; Officials and Managers, Professionals, and Office/Clerical.

### Native Hawaiian or Other Pacific Islanders:

Native Hawaiian and other Pacific Islanders represent 2.8% of NAVFAC's workforce which remains equal to FY 11 participation rates. Native Hawaiian or Other Pacific Islanders exceed the CLF participation rate of 0.20%. **Native Hawaiian and other Pacific Islander Males** (1.93% vs. CLF 0.1%) exceeded the CLF participation rate across NAVFAC except at NAVFAC WASH, NAVFAC FE, NEFSC, NCC and NFI which had a 0% participation rate. Native Hawaiian males exceeded the CLF participation rate in all major occupational categories. **Native Hawaiian and other Pacific Islander Females** (0.87% vs. CLF 0.1%) exceeded the CLF participation rate in all occupational categories except Executive/Senior level (Grades 15 and above) and the Trades. Native Hawaiian or Other Pacific Islander females exceeded the CLF participation rate in the following major occupational categories; Program Analyst, General Engineer, Engineering Technician, Civil Engineer, Environmental Engineer, Contract Surveillance, Contract Specialist, IT Specialist, Maintenance Worker and Air Conditioning Mechanic.

### American Indian and Alaskan Natives:

American Indians and Alaskan Natives represent 0.58% of NAVFAC's workforce which is equal to FY 11 participation rates. American Indians and Alaskan Natives participation rate is slightly below the CLF participation rate of 0.6%. **American Indian and Alaskan Native Males** participation rate of 0.40% is above the CLF participation rate of 0.3%. American Indian and Alaskan Natives male participation rates were above the CLF at NAVFAC WASH (0.5%), NAVFAC MW (0.5%), NAVFAC NW (0.5%), NAVFAC SW (0.4%), NFELC (0.8%), NFESC (0.6%) and NAVFAC SE (0.5%). American Indian and Alaskan Native males were represented in all occupational categories except Executive/Senior level (grades 15 and above), Laborers and Service Workers. **American Indian and Alaskan Native Females** participation rate of 0.18% was below the CLF of 0.3%. American Indian and Alaskan Native female participation rates exceeded the CLF at NAVFAC HQ (0.7%), NAVFAC SW (0.4%), NAVFAC EUROPE/SWA (0.4%) and at NFI ((2.9%). American Indian or Alaskan Native female participation rates exceeded CLF participation rates in the following major occupational categories; Program Analyst, Mechanical Engineer and IT Specialist. American Indian and Alaskan Native females

were represented in all occupational categories except Executive/Senior level (grades 15 and above) and the Trades.

### **Two or More Races:**

Two or More Races represent 1.52% of NAVFAC's workforce which is a .20% increase as compared to FY 11 and the 1.6% participation rate is equal to the CLF participation rate. **Two or More Races Males** participation rate of (1.12%) exceeds the CLF participation rate of (0.80%). Two or More Races Males have high participation rates at NAVFAC MW (1.1%), NAVFAC NW (1.4%), NAVFAC Hawaii (HI) (4.37%), NFELC (1.1%), NAVFAC Pacific (PAC) (1.5%), NAVFAC FE (2.1%), and NAVFAC MARIANAS (2.6%). Two or More Races males are represented in all occupational categories except Service Workers and exceed the CLF participation rates in the following major occupational categories; Professionals (1.9 vs. 0.6 CLF), Technicians (1.0 vs. 0.7%), Office/Clerical (1.2% vs. 0.4% CLF), Craft Workers (1.3% vs. 0.0% CLF) and Laborers (2.3% vs. 0.0% CLF). **Two or More Races Females** represent 0.40% of NAVFAC's workforce which is below the CLF of 0.80% and their participation rate is 0.05% higher than the FY 11 participation rate. Two or More Races Female exceeds the CLF participation rate at NFELC, NAVFAC PAC, NAVFAC FE and NFI.





In FY 12 the NAVFAC civilian workforce was comprised of 16276 employees as compared to 16713 employees in FY 11, a decrease of 437 employees (2.6%). The source of this information is Table B-1 and provides a more detailed description of the NAVFAC workforce. The data source for the appropriated fund (AF) workforce is the Defense Civilian Personnel Data System (DCPDS), the Department of Defense civilian data tool.

During the last three fiscal years, the only groups that have had consistently low participation rates in the NAVFAC workforce are Hispanic males and females, White females and Black females. Hispanic males show a small increase (0.02%) as compared to FY 11 participation percentage rates, Hispanic females participation percentage rates remain the same (1.78%) as compared to FY 11. White female participation percentage rates reflect a decrease in participation percentage rates (0.32%) as compared to FY 11. Black females participation percentage rates reflect a 0.03% increase as compared to FY 11.

An FY 2012 EEO Plan that addressed the trigger of a low participation rate of Hispanic males and females was developed for execution in this reporting period. FY 2013 EEO Plans were developed to address the continuing low participation rate for Hispanic males and females and White females for execution in the next reporting period.

The table below depicts the participation percentage rates for Hispanic males and females and White and Black females during the last three fiscal years.

**Table A: Workforce Participation Rate**

GROUP	NCLF	NAVFAC FY 2010	NAVFAC FY2011	NAVFAC FY2012
<b>HISPANIC</b>				
Males	6.20%	3.82%	3.89%	3.96% 
Females	4.50%	1.90%	1.78%	1.77% 
<b>WHITE</b>				
Females	33.70%	14.77%	14.28%	13.98% 
<b>BLACK</b>				
Females	5.70%	3.54%	3.57%	3.59% 

### **MAJOR OCCUPATIONS**

NAVFAC's top ten major occupation series are:

- 0343 (Management/Program Analyst)
- 0801 (General Engineer)
- 0802 (Engineering Technician)
- 0808 (Architect)
- 0810 (Civil Engineer)
- 0819 (Environmental Engineer)
- 0830 (Mechanical Engineer)
- 1101 (Contract Surveillance)
- 1102 (Contract Specialist)
- 2210 (IT Specialist)

An analysis of the major occupational categories indicates that the group with the lowest overall participation rate in these series are Hispanic males where participation rates were below the Relevant Civilian Labor Force (RCLF) in the following series; Program Analyst (1.51% vs. 2.00% RCLF), Engineering Technician (3.82% vs. 6.10% RCLF) and Architect (3.78% vs. 4.30% RCLF). Hispanic females were found to have low participation rates relative to the RCLF in the following major occupational categories; General Engineer (0.41% vs. 0.60% RCLF)



and Engineering Technician (0.31% vs. 1.60% RCLF). White males were found to have low participation rates relative to the RCLF in occupational categories including Program Analyst (16.42 vs. 52.50% RCLF), Architect (52.64% vs. 67.30%), Civil Engineer (53.69% vs. 74.10% RCLF), Environmental Engineer (47.41% vs. 65.40% RCLF) and Mechanical Engineer (61.07% vs. 79.00% RCLF). White and Asian females were found to have low participation rates relative to the RCLF in the Engineering Technician (5.69% vs. 13.00% RCLF) series and 0.78% vs. 1.80% RCLF). The Engineering Technician series has the highest number of groups participating at a low rate. All females with the exception of Native Hawaiian/Other Pacific Islanders participate at a low rate in this series. White males continue to be the only group that participates at a high rate in the Engineering Technician series.

Table B details the workforce participation percentage rates for those groups with a rate of participation in these series over the last 3 years compared to the (RCLF) for the specific occupation.

**Table B - Major Occupations**

Major Occupations	RCLF	NAVFAC FY 2010	NAVFAC FY 2011	NAVFAC FY 2012
<b>Program Analyst (343)</b>				
Hispanic males	2.00%	↑ 1.13%	↑ 1.29%	↑ 1.51%
White males	52.50%	↓ 17.64%	↓ 15.13%	↑ 16.42%
<b>General Engineer (0801)</b>				
Hispanic females	0.60%	↓ 0.38%	↑ 0.39%	↑ 0.41%
<b>Engineering Technician (0802)</b>				
Hispanic females	1.60%	↓ 0.16%	↑ 0.22%	↑ 0.31%
Hispanic males	6.10%	↓ 3.19%	↑ 3.48%	↑ 3.82%
White females	13.00%	↓ 4.35%	↑ 5.07%	↑ 5.69%
Black females	2.20%	↑ 0.54%	↓ 0.51%	↑ 0.55%
Asian females	1.80%	↓ 0.54%	↑ 0.65%	↑ 0.78%
<b>Architect (0808)</b>				
Hispanic males	4.30%	↑ 3.68%	↑ 3.73%	↑ 3.78%
White males	67.30%	↓ 53.95%	↑ 54.23%	↓ 52.64%
White females	16.30%	↑ 15.79%	↓ 15.42%	↓ 15.87%
<b>Civil Engineer (0810)</b>				
White males	74.10%	↓ 53.53%	↓ 53.33%	↑ 53.69%

**Table B - Major Occupations (Continued)**

Major Occupations	RCLF	NAVFAC FY 2010	NAVFAC FY 2011	NAVFAC FY 2012
<b>Environmental Engineer (0819)</b>				
White males	65.40%	↑ 47.72%	↓ 45.69%	↑ 47.41%
Black males	3.00%	↓ 2.09%	↑ 2.43%	↓ 2.30%
<b>Mechanical Engineer (0830)</b>				
White males	79.00%	↓ 63.28%	↓ 61.08%	↓ 61.07%

**Grade Levels**

An analysis of Grade level distribution within NAVFAC indicates that groups listed below are below their percentage rate of representation to the Total NAVFAC Workforce (Relevant CLF). This is not proportional to the representation at the GS13-15 levels, as they have better participation rates at levels GS 12 and below.

**Table C** details percentage participation rates for the low participation groups listed below in comparison to their corresponding CLF percentage rates on Workforce tables A-1.

**Table C: Grade Level Distribution**

GS LEVELS	CLF	FY 11 #	%	FY 12 #	%
<b>GS 15</b>					
Black males	7.93%	7	↓ 3.27%	8	↑ 3.85%
Asian females	4.05%	2	↓ 0.93%	4	↑ 1.92%
Asian males	9.90%	11	↓ 5.14%	11	↑ 5.29%
NHOP/I males	1.96%	1	↓ 0.47%	2	↑ 0.96%
NHOP/I females	0.84%	0	↔ 0.00%	0	↔ 0.00%
AI/AN males	0.38%	0	↔ 0.00%	0	↔ 0.00%
AI/AN females	0.20%	0	↔ 0.00%	0	↔ 0.00%
<b>GS 14</b>					
Hispanic females	1.78%	4	↓ 0.63%	5	↑ 0.78%
Hispanic males	3.92%	14	↓ 2.21%	14	↓ 2.17%
Black males	7.93%	16	↑ 2.53%	11	↓ 1.71%
Black females	3.58%	16	↓ 2.53%	15	↓ 2.33%
NHOP/I males	1.96%	2	↔ 0.32%	1	↓ 1.6%
NHOP/I females	0.84%	0	↔ 0.00%	0	↔ 0.00%
AI/AN males	0.38%	0	↔ 0.00%	0	↔ 0.00%
Asian males	9.90%	50	↓ 7.90%	51	↑ 7.92%

**Table C: Grade Level Distribution (Continued)**

GS LEVELS	CLF	FY 11 #	%	FY 12 #	%
<b>GS 13</b>					
Hispanic females	1.78%	53	↓ 2.33%	54	↑ 2.38%
Hispanic males	3.92%	69	↑ 3.03%	70	↑ 3.09%
Black males	7.93%	65	↑ 2.85%	69	↑ 3.05%
Black females	3.58%	69	↓ 3.03%	71	↑ 3.13%
NHOP/I males	1.96%	21	↑ 0.92%	19	↓ 0.84%
NHOP/I females	0.84%	13	↑ 0.57%	14	↑ 0.62%
AI/AN males	0.38%	2	↓ 0.09%	4	↑ 0.18%
AI/AN females	0.20%	2	0.09%	3	↑ 0.13%
<b>GS12</b>					
Hispanic males	3.92%	144	↑ 3.59%	156	↑ 3.67%
Black males	7.93%	164	↑ 3.97%	188	↑ 4.42%
White males	49.60%	1806	↑ 45.73%	1843	↓ 43.37%
NHOP/I males	1.96%	44	↑ 1.07%	49	↑ 1.15%
AI/AN males	0.38%	10	↓ 0.24%	11	↑ 0.26%
<b>GS11</b>					
Hispanic males	3.92%	67	↓ 3.41%	59	↓ 3.35%
Black males	7.93%	135	↑ 6.86%	112	↓ 6.37%
Asian males	9.90%	131	↓ 6.66%	118	↑ 6.71%
AI/AN females	0.84%	3	↓ 0.15%	4	↑ 0.23%
<b>GS9</b>					
Hispanic males	3.92%	30	↑ 3.38%	28	↑ 3.46%
Asian males	9.90%	71	↑ 8.00%	56	↓ 6.92%
White males	49.60%	338	↓ 38.11%	302	↓ 37.33%
<b>GS 7</b>					
Hispanic males	3.92%	12	↓ 1.96%	9	↓ 1.70%
White males	49.60%	115	↓ 18.76%	92	↓ 17.36%
Black males	7.93%	39	↓ 6.36%	30	↓ 5.66%
Asian males	9.90%	16	↓ 2.16%	13	↑ 2.45%
NHOP/I males	1.96%	8	↓ 1.31%	7	↑ 1.32%
AI/AN males	0.38%	0	↔ 0.00%	0	↔ 0.00%



**Table D : Occupational Categories Participation Rates**

Officials and Managers	RCLF	FY 2010	FY 2011	FY 2012
<b>Grades 15 and above</b>				
Hispanic males	3.92%	↓ 3.80%	↓ 3.70%	↑ 4.28%
Black males	7.93%	↓ 3.26%	↓ 3.17%	↑ 3.74%
Black females	3.58%	↔ 0.00%	↔ 0.00%	↑ 1.07%
NHOP/I males	1.96%	↓ 0.54%	↓ 0.53%	↔ 0.53%
NHOP/I females	0.84%	↔ 0.00%	↔ 0.00%	↔ 0.00%
AI/AN males	0.38%	↔ 0.00%	↔ 0.00%	↔ 0.00%
AI/AN females	0.20%	↔ 0.00%	↔ 0.00%	↔ 0.00%
<b>Mid-Level Grades 13-14</b>				
Hispanic females	0.60%	↓ 1.22%	↑ 1.42%	↑ 1.74%
Hispanic males	3.92%	↑ 2.37%	↑ 2.46%	↑ 2.58%
Black males	7.93%	↑ 3.66%	↑ 4.01%	↑ 4.26%
Black females	3.58%	↓ 2.44%	↑ 2.52%	↓ 2.26%
NHOP/I males	1.96%	↓ 0.88%	↑ 1.03%	↑ 1.10%
NHOP/I females	0.84%	↓ 0.41%	↑ 0.52%	↑ 0.78%
AI/AN males	0.38%	↓ 0.07%	↓ 0.06%	↑ 0.19%
AI/AN females	0.20%	↓ 0.06%	↔ 0.06%	↔ 0.06%
<b>First Level Grades 12 and below</b>				
Hispanic females	3.92%	↑ 1.16%	↓ 0.98%	↓ 0.82%
Hispanic males	6.10%	↓ 3.16%	↓ 2.94%	↓ 2.80%
White females	14.46%	↓ 8.82%	↑ 8.99%	↓ 8.72%
Black females	3.58%	↑ 1.83%	↑ 1.96%	↓ 1.81%
Asian females	1.80%	↑ 1.33%	↓ 1.31%	↑ 1.48%
NHOP/I females	0.84%	↑ 0.67%	↓ 0.65%	↑ 0.66%
<b>Professionals</b>				
Hispanic males	3.92%	↑ 3.99%	↓ 3.92%	↑ 4.09%
Black males	7.93%	↑ 3.91%	↑ 3.94%	↑ 3.99%
Black females	3.58%	↑ 2.69%	↓ 2.57%	↑ 2.95%
NHOP/I males	1.96%	↑ 0.79%	↑ 1.02%	↑ 0.98%
NHOP/I females	0.84%	↑ 0.32%	↓ 0.26%	↑ 0.31%
AI/AN males	0.38%	↑ 0.31%	↓ 0.22%	↑ 0.23%

**Table D : Occupational Categories Participation Rates (Continued)**

	RCLF	FY 2010	FY 2011	FY 2012
<b>Technicians</b>				
Hispanic females	65.40%	★ 3.52%	★ 3.73%	★ 0.43%
White females	14.46%	↓ 5.70%	★ 6.46%	★ 7.11%
Black females	3.58%	★ 2.69%	↓ 2.57%	↓ 0.86%
Asian females	1.80%	★ 1.20%	↓ 1.13%	★ 1.15%
NHOP/I females	0.84%	↓ 0.35%	↓ 0.27%	★ 0.65%
AI/AN females	0.20%	↓ 0.07%	★ 0.13%	↓ 0.07%
<b>Office/Clerical</b>				
Hispanic males	6.10%	★ 1.53%	★ 1.85%	↓ 1.35%
Black males	2.20%	↓ 5.23%	★ 5.54%	★ 5.78%
White males	49.60%	↓ 16.56%	↓ 16.20%	↓ 15.99%

**Table E: Individuals with Targeted Disabilities**

Targeted Disabilities	FY 2009	FY 2010	FY 2011	#s	FY 2012	#
Hearing	0.14%	↓ 0.12%	↓ 0.11%	18	★ 0.13%	21
Vision	0.07%	↔ 0.07%	↓ 0.06%	12	↓ 0.05%	8
Missing Extremities	0.02%	↓ 0.01%	★ 0.02%	4	↓ 0.01%	2
Partial Paralysis	0.07%	↓ 0.06%	★ 0.08%	12	↓ 0.09%	15
Complete Paralysis	0.03%	↓ 0.02%	↔ 0.02%	4	↔ 0.02%	4
Epilepsy	0.14%	↓ 0.13%	↔ 0.13%	21	↔ 0.13%	21
Severe Intellectual Disability	0.08%	↔ 0.08%	↓ 0.07%	12	↓ 0.06%	10
Psychiatric Disability	0.11%	★ 0.13%	↔ 0.13%	21	★ 0.15%	25
Dwarfism	0.03%	↔ 0.03%	↔ 0.03%	5	↓ 0.02%	4



## **Female Occupational Categories**

**Females:** Women represent 24.88% of NAVFAC's permanent workforce and fall below the CLF participation rate of 46.80%.

**Hispanic females** (1.77% vs. 4.5% CLF) overall had low participation at NAVFAC however Hispanic females exceeded the CLF in the following major occupational categories; Architect (1.76% vs. 1.3% CLF), Contract Specialist (3.90% vs. 3.20% CLF), Electrician (0.22% vs. 0.20% CLF), Environmental Engineer (2.11% vs. 0.90% CLF), Mechanical Engineer (1.12% vs. 0.20% CLF), Program Analyst, (5.28% vs. 1.60% CLF) and IT Specialist (3.67% vs. 1.60% CLF).

**White females** (13.98% vs. 33.7% CLF) overall had low participation at NAVFAC however White females exceeded the CLF in the following major occupational categories; General Engineer (8.92% vs. 7.10% CLF) and Mechanical Engineer (6.49% vs. 5.10% CLF), Program Analyst (35.66% vs. 31.10% CLF), Civil Engineer (9.66% vs. 7.50% CLF) and Environmental Engineer (20.92% vs. 17.8% CLF).

**Black/African American females** (3.59% vs. 5.70% CLF) overall had low participation at NAVFAC however Black/African American females exceeded the CLF in the following major occupational categories; General Engineer (1.36% vs. 0.80% CLF), Architect (1.51% vs. 0.50 % CLF), Environmental Engineer (2.25% vs. 1.20% CLF), Electrician (0.45% vs. 0.30% CLF), Pipefitter (0.31% vs. 0.20% CLF), Program Analyst (14.53% vs. 3.30% CLF), Civil Engineer (0.85% vs. 0.60% CLF), Contract Specialist (9.27% vs. 4.70% CLF) and IT Specialist (8.92% vs. 3.50% CLF).

**Asian females** (3.89% vs. 1.70% CLF) exceed the CLF participation rate at NAVFAC and exceeded the CLF in the following major occupational categories; General Engineer (2.04% vs. 1.60% CLF), Program Analyst (12.45% vs. 1.90% CLF), Architect (4.53% vs. 1.80% CLF), Civil Engineer (5.11% vs. 1.10% CLF), Environmental Engineer (7.10% vs. 1.90% CLF) Mechanical Engineer (1.12% vs. 0.60% CLF), Contract Specialist (11.02% vs. 1.30% CLF) and IT Specialist (5.51% vs. 2.90% CLF).

**Native Hawaiian or Pacific Islander females** (0.87 vs. 0.10% CLF) exceed the CLF participation rate at NAVFAC and exceed the CLF in the following major occupational categories; Engineering Technician (0.80% vs. 0.00% CLF), Electrician (0.44% vs. 0.00% CLF), Program Analyst (4.15% vs. 0.00 CLF), General Engineer (0.14% vs. 0.00% CLF), Civil Engineer (0.14% vs. 0.00% CLF), Environmental Engineer (0.38% vs. 0.00% CLF), Contract Surveillance (0.18%% vs. 0.10% CLF), Contract Specialist (4.59% vs. 0.10% CLF) and IT Specialist (1.05% vs. 0.00%).

**American Indian or Alaskan Native females** (.18% vs. .30% CLF) overall had a low participation rate at NAVFAC and exceeded the CLF participation rate in the following major occupational categories; Engineering Technician (0.08% vs. 0.10% CLF), IT Specialist (0.52% vs. 0.10% CLF), Program Analyst (0.38% vs. 0.20% CLF) and Mechanical Engineer 0.45% vs. 0.00% CLF).

**Females of Two or More Races** (0.40% vs. 0.80% CLF) overall had a low participation rate at NAVFAC but exceeded the CLF participation rate in the following major occupational categories; Program Analyst (1.70% vs. 0.30% CLF), General Engineer (0.27% vs. 0.10% CLF), Civil Engineer (0.43% vs. 0.10% CLF), Environmental Engineer (0.38% vs. 0.10% CLF) and Contract Specialist (1.37% vs. 0.80% CLF).

**Table F: Female Occupational Rates**

Female Occupational Participation Rates	RCLF	NAVFAC FY 2010	NAVFAC FY 2011	NAVFAC FY 2012
<b>Program Analyst (343)</b>				
Hispanic	1.60%	↑ 5.44%	↓ 4.98%	↑ 5.28%
White	31.10%	↓ 38.09%	↓ 37.82%	↓ 35.66%
Black	3.30%	↑ 13.51%	↑ 14.02%	↑ 14.53%
Asian	1.90%	↑ 12.57%	↓ 12.36%	↑ 12.45%
Native Hawaiian Or Pacific Islander	0.00%	↓ 2.25%	↑ 3.69%	↑ 4.15%
American Indian or Alaskan Native	0.20%	↑ 0.19%	↑ 3.69%	↓ 0.38%
Two or More Races	0.30%	↑ 1.50%	↓ 1.48%	↑ 1.70%
<b>General Engineer (0801)</b>				
Hispanic	0.60%	↓ 0.38%	↑ 0.39%	↑ 0.41%
White	7.10%	↑ 8.34%	↑ 8.79%	↑ 8.82%
Black	0.80%	↑ 1.39%	↓ 1.29%	↑ 1.36%
Asian	1.60%	↑ 2.15%	↓ 2.07%	↓ 2.04%
Native Hawaiian Or Pacific Islander	0.00%	↑ 0.13%	↔ 0.13%	↑ 0.14%
American Indian or Alaskan Native	0.00%	↔ 0.00%	↑ 0.13%	↓ 0.00%
Two or More Races	0.10%	↑ 0.25%	↑ 0.26%	↑ 0.27%
<b>Engineering Technician (0802)</b>				
Hispanic	1.60	↓ 0.16%	↑ 0.22%	↑ 0.31%
White	13.0	↓ 4.35%	↑ 5.07%	↑ 5.69%
Black	2.20	↑ 0.54%	↓ 0.51%	↑ 0.55%
Asian	1.80	↓ 0.54%	↓ 0.14%	↑ 0.78%
Native Hawaiian Or Pacific Islander	0.00	↓ 0.23%	↑ 0.65%	↓ 0.08%
American Indian or Alaskan Native	0.10	↓ 0.08%	↑ 0.14%	↓ 0.08%
Two or More Races	0.40	↑ 0.16%	↑ 0.22%	↓ 0.08%

**Table F: Female Occupational Rates (Continued)**

<b>Architect (0808)</b>				
Hispanic	1.30	↓ 2.11%	↓ 1.74%	↑ 1.76%
White	16.30	↑ 15.79%	↓ 15.42%	↑ 15.87%
Black	0.50	↓ 1.32%	↓ 1.24%	↑ 1.51%
Asian	1.80	↑ 4.21%	↓ 0.00%	↑ 4.53%
Native Hawaiian Or Pacific Islander	0.00	↔ 0.00%	↑ 4.73%	↓ 0.00%
American Indian or Alaskan Native	0.00	↔ 0.00%	↔ 0.00%	↔ 0.00%
Two or More Races	0.40	↔ 0.00%	↑ 0.25%	↓ 0.00%
<b>Civil Engineer (0810)</b>				
Hispanic	0.60	↑ 0.83%	↓ 0.54%	↑ 0.57%
White	7.50	↑ 10.79%	↓ 10.34%	↓ 9.66%
Black	0.60	↓ 0.55%	↓ 0.54%	↑ 0.85%
Asian	1.10	↑ 4.56%	↓ 0.00%	↑ 5.11%
Native Hawaiian Or Pacific Islander	0.00	↓ 0.14%	↑ 5.17%	↓ 0.14%
American Indian or Alaskan Native	0.10	↔ 0.00%	↑ 0.14%	↓ 0.00%
Two or More Races	0.10	↑ 0.28%	↑ 0.41%	↑ 0.43%
<b>Environmental Engineer (0819)</b>				
Hispanic	0.90	↓ 2.28%	↑ 2.43%	↓ 2.11%
White	17.80	↓ 20.15%	↑ 21.54%	↓ 20.92%
Black	1.20	↑ 2.09%	↑ 2.25%	↑ 2.50%
Asian	1.90	↓ 6.08%	↓ 0.19%	↑ 7.10%
Native Hawaiian Or Pacific Islander	0.00	↑ 0.19%	↑ 6.74%	↓ 0.38%
American Indian or Alaskan Native	0.10	↓ 0.19%	↑ 0.19%	↓ 0.00%
Two or More Races	0.10	↑ 0.38%	↓ 0.37%	↑ 0.38%
<b>Mechanical Engineer (0830)</b>				
Hispanic	0.20	↑ 1.39%	↑ 1.51%	↑ 4.25%
White	5.10	↑ 6.93%	↑ 7.10%	↓ 6.49%
Black	0.50	↓ 0.46%	↓ 0.43%	↑ 0.45%
Asian	0.60	↓ 1.62%	↓ 0.43%	↑ 1.12%
Native Hawaiian Or Pacific Islander	0.00	↔ 0.00%	↑ 1.29%	↓ 0.00%
American Indian or Alaskan Native	0.00	↑ 0.46%	↓ 0.00%	↑ 0.45%
Two or More Races	0.10	↔ 0.00%	↔ 0.00%	↔ 0.00%



**Table F: Female Occupational Rates (Continued)**

<b>Contract Surveillance (1101)</b>				
Hispanic	5.30	↓ 1.78%	↓ 1.63%	↑ 1.82%
White	39.70	↓ 21.94%	↓ 21.05%	↓ 20.36%
Black	7.80	↓ 4.15%	↑ 4.54%	↑ 4.73%
Asian	2.30	↑ 3.36%	↓ 0.36%	↑ 3.27%
Native Hawaiian Or Pacific Islander	0.10	↓ 0.20%	↑ 3.27%	↓ 0.18%
American Indian or Alaskan Native	0.40	↑ 0.40%	↓ 0.00%	↑ 0.36%
Two or More Races	0.90	↑ 0.59%	↓ 0.36%	↓ 0.18%
<b>Contract Specialist (1102)</b>				
Hispanic	3.20	↑ 4.40%	↓ 3.83%	↑ 3.90%
White	42.70	↓ 35.91%	↓ 35.08%	↑ 35.22%
Black	4.70	↓ 9.16%	↑ 9.62%	↓ 9.27%
Asian	1.30	↑ 11.76%	↓ 0.45%	↑ 11.02%
Native Hawaiian Or Pacific Islander	0.10	↑ 3.77%	↑ 11.67%	↓ 4.59%
American Indian or Alaskan Native	0.30	↑ 0.36%	↑ 4.19%	↓ 0.29%
Two or More Races	0.80	↑ 0.99%	↑ 1.07%	↑ 1.37%
<b>IT Specialist (2210)</b>				
Hispanic	1.60	↓ 4.50%	↓ 3.99%	↓ 3.67%
White	24.70	↓ 17.25%	↓ 17.21%	↓ 15.49%
Black	3.50	↑ 10.50%	↓ 8.73%	↑ 8.92%
Asian	2.90	↑ 5.00%	↓ 0.50%	↑ 5.51%
Native Hawaiian Or Pacific Islander	0.00	↓ 1.00%	↑ 5.24%	↓ 1.05%
American Indian or Alaskan Native	0.10	↓ 0.50%	↑ 1.00%	↓ 0.52%
Two or More Races	0.40	↑ 0.50%	↔ 0.50%	↓ 0.26%
<b>Electrician (2805)</b>				
Hispanic	0.20	↓ 0.23%	↓ 0.22%	↔ 0.22%
White	1.90	↓ 0.69%	↓ 0.67%	↔ 0.67%
Black	0.30	↓ 0.46%	↓ 0.44%	↑ 0.45%
Asian	0.10	↑ 0.46%	↓ 0.00%	↑ 0.45%
Native Hawaiian Or Pacific Islander	0.00	↔ 0.00%	↑ 0.44%	↓ 0.00%
American Indian or Alaskan Native	0.00	↔ 0.00%	↔ 0.00%	↔ 0.00%
Two or More Races	0.00	↔ 0.00%	↔ 0.00%	↔ 0.00%

**Table F: Female Occupational Rates (Continued)**

<b>Pipefitter (4749)</b>					
Hispanic	0.20	↔	0.00%	↔	0.00%
White	1.30	↗	0.62%	↗	0.89%
Black	0.20	↘	0.31%	↘	0.30%
Asian	0.00	↔	0.00%	↔	0.00%
Native Hawaiian Or Pacific Islander	0.00	↔	0.00%	↔	0.00%
American Indian or Alaskan Native	0.00	↔	0.00%	↔	0.00%
Two or More Races	0.00	↔	0.00%	↔	0.00%
<b>Maintenance Worker (4749)</b>					
Hispanic	0.50	↔	0.00%	↔	0.00%
White	2.60	↘	1.66%	↘	1.36%
Black	0.70	↘	0.00%	↔	0.00%
Asian	0.10	↘	0.00%	↔	0.00%
Native Hawaiian Or Pacific Islander	0.10	↗	0.24%	↘	0.00%
American Indian or Alaskan Native	0.00	↔	0.00%	↗	0.23%
Two or More Races	0.00	↔	0.00%	↔	0.00%
<b>Air Conditioning Mechanic (5306)</b>					
Hispanic	0.20	↔	0.00%	↔	0.00%
White	1.20	↘	0.63%	↘	0.60%
Black	0.30	↔	0.00%	↔	0.00%
Asian	0.00	↔	0.00%	↔	0.00%
Native Hawaiian Or Pacific Islander	0.00	↔	0.00%	↔	0.00%
American Indian or Alaskan Native	0.00	↔	0.00%	↗	0.30%
Two or More Races	0.00	↔	0.00%	↔	0.00%



# **ATTACHMENT 3**



## **EEO Program Status Report**

**FY 2012**

**Part F**

<b>EEOC FORM</b> <b>715-01</b> <b>PART F</b>	<b>U.S. Equal Employment Opportunity Commission</b> <b>FEDERAL AGENCY ANNUAL</b> <b>EEO PROGRAM STATUS REPORT</b>
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**CERTIFICATION of ESTABLISHMENT of CONTINUING  
EQUAL EMPLOYMENT OPPORTUNITY PROGRAMS**

I, **Ferdinand LeCompte, CDEEOO, 0260, GS-14** am the

(Insert name above) (Insert official title/series/grade above)

Principal EEO Director/Official  
for

**Naval Facilities Engineering Command, Department of the Navy**

(Insert Agency/Component Name above)

The agency has conducted an annual self-assessment of Section 717 and Section 501 programs against the essential elements as prescribed by EEO MD-715. If an essential element was not fully compliant with the standards of EEO MD-715, a further evaluation was conducted and, as appropriate, EEO Plans for Attaining the Essential Elements of a Model EEO Program, are included with this Federal Agency Annual EEO Program Status Report.

The agency has also analyzed its work force profiles and conducted barrier analyses aimed at detecting whether any management or personnel policy, procedure or practice is operating to disadvantage any group based on race, national origin, gender or disability. EEO Plans to eliminate identified barriers, as appropriate, are included with this Federal Agency Annual EEO Program Status Report.

I certify that proper documentation of this assessment is in place and is being maintained for EEOC review upon request.



5 Oct 12

Signature of Principal EEO Director/Official  
Certifies that this Federal Agency Annual EEO Program Status Report is in compliance with  
EEO MD-715.

Date



17 Oct 12

Signature of Agency Head or Agency Head Designee

Date





# **EEO Program Status Report**

**FY 2012**

**Part G**

**Naval Facilities Engineering Command**  
**ANNUAL EEO PROGRAM STATUS REPORT**  
**NAVFAC FY 2012 SELF-ASSESSMENT CHECKLIST MEASURING ESSENTIAL ELEMENTS**

**Essential Element A: DEMONSTRATED COMMITMENT FROM DON LEADERSHIP**

**Requires the EEOO to issue written policy statements ensuring a workplace free of discriminatory harassment and a commitment to equal employment opportunity.**

Compliance Indicator	EEO policy statements are up-to-date.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H
		Yes	No	
<b>Measures</b>				
1. The EEOO was installed on 21 May 2010. The EEO policy statement was issued in on 17 June 2010, re-issued on 13 September 2011, and will be re-issued within 30 days of Change of Command. Was the EEO policy Statement issued within 6 - 9 months of the installation of the EEOO? Yes		X		
2. During the current EEOO's tenure, has the EEO policy Statement been re-issued annually?		X		Attachment 1
3. Are new employees provided copies of the EEO policy statements during orientation?		X		EEO policy statements are given to new employees during orientation as part of their welcome packet.
4. When an employee is promoted into the supervisory ranks, is s/he provided copies of the EEO policy statements?		X		Copies have been given to more new supervisors.
<b>Compliance Indicator</b>	<b>EEO policy statements have been communicated to all employees.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H</b>
<b>Measures</b>		Yes	No	
5. Has the head of command/activity disseminated and communicated support of all DON EEO policies issued during the current reporting period through the ranks, e.g., SECNAVINST, CHRM ?		X		
6. Has the command/activity made written materials available to all employees and applicants, informing them of the variety of EEO programs and administrative and judicial remedial procedures available to them?		X		
7. Has the command/activity prominently posted such written materials in all personnel offices, EEO offices, and on internal websites? [see 29 CFR §1614.102(b)(5)]		X		
<b>Compliance Indicator</b>	<b>DON EEO policy is vigorously enforced by senior management.</b>	<b>Measure has been met</b>		<b>For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H</b>
<b>Measures</b>		Yes	No	
8. Are managers and supervisors evaluated on their commitment to DON EEO policies and principles, such as:		X		
• resolve problems/disagreements and other conflicts in their respective work environments as they				

# 715-01 PART G Naval Facilities Engineering Command

arise?				
• address concerns, whether perceived or real, raised by employees and following-up with appropriate action to correct or eliminate tension in the workplace?				
• support the command/activity EEO program through allocation of mission personnel to participate in community out-reach and recruitment programs with private employers, public schools and universities?				
• ensure full cooperation of employees under his/her supervision with EEO office officials such as EEO Counselors, EEO Investigators, etc.?				
• ensure a workplace that is free from all forms of discrimination, harassment and retaliation?				
• ensure that subordinate supervisors have effective managerial, communication and interpersonal skills in order to supervise most effectively in a workplace with diverse employees and avoid disputes arising from ineffective communications ?				
• ensure the provision of requested religious accommodations when such accommodations do not cause an undue hardship?				
• ensure the provision of requested disability accommodations to qualified individuals with disabilities when such accommodations do not cause an undue hardship?				
9. Have all employees been informed about what behaviors are inappropriate in the workplace and that this behavior may result in disciplinary actions?	X			
10. Have the procedures for reasonable accommodation for individuals with disabilities been made readily available/accessible to all employees/supervisors by disseminating such procedures during orientation of new employees/supervisors and by making such procedures available electronically?	X			RA procedures are posted on the command website and training is being provided for supervisors and employees. The CDEEOO developed training of RA during supervisors training and RA information is given in welcome aboard packages.
11. Have managers and supervisors been trained on their EEO responsibilities, to include, the procedures for reasonable accommodation?	X			EEO for Supervisors training includes information on reasonable accommodation.
<b>Compliance Indicator</b>	<b>Annual EEO Assessment</b>			
<b>Measures</b>				
12. For major command response only. Did the EEOO issue a memorandum announcing the start of the command's annual assessment of its EEO program, to include the identification of roles and responsibilities for its accomplishment and the resultant status report?	Measure has been met			
	Yes	No		
	X			
13. For major command response only. Did all subordinate activities accomplish an annual assessment for the current reporting period and submit the resultant status report for incorporation into the command's report?	X			
			Attachment 2 – email sent from Chief Management Officer (for the EEOO), June 6, 2012.	
			Attachment 4	

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## Essential Element B: INTEGRATION OF EEO INTO THE COMMAND'S/ACTIVITY'S STRATEGIC MISSION

Requires that the Command/Activity EEO programs be organized and structured to maintain a workplace that is free from discrimination in any of its policies, procedures or practices and supports the strategic mission.

Compliance Indicator	Measures	The EEO Program structure provides the CDEEO with appropriate authority and resources to effectively carry out a successful EEO Program.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H
			Yes	No	
		14. For major command response only. Are the duties and responsibilities of EEO practitioners clearly defined?	X		
		15. For major command response only. Do the EEO practitioners have the knowledge, skills, and abilities to carry out the duties and responsibilities of their positions?	X		
		16. For major command response only. Are there organizational charts that clearly define the reporting structure for EEO programs?	X		Attachment 3
		17. Does the EEO Office work collaboratively with Human Resources, supervisors/managers, counsel and other appropriate stakeholders to effectively carry out a successful EEO Program?	X		
		18. If necessary, does the command/activity, under a regionalized servicing agreement, implement alternative means for establishing, implementing and sustaining their EEO Program?	X		NAVFAC is serviced by local CNIC HRO/EEO Offices. CNIC is at Col level 4 resulting in insufficient resources to ensure effective customer service.
Compliance Indicator	Measures	The CDEEO/DEEO and other EEO professional staff responsible for EEO programs have regular and effective means of informing the command/activity head and senior management officials of the status of EEO programs and are involved in, and consulted on, management/personnel actions.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H
			Yes	No	
		19. Does the CDEEO/DEEO have a regular and effective means of informing the EEO and other top management officials of the effectiveness, efficiency and legal compliance of the command's/activity's EEO program?	X		The CDEEO have routine meetings to discuss complaint status, EEO, programs, MD-715, and other EEO related programs/issues with the EEO and other senior leadership (i.e., TF Director, CMO, and ED).
		20. Following the submission of the prior year's report, did the CDEEO/DEEO present to the EEO and other senior officials the "State of the EEO Program" briefing covering all components of the EEO report, including an assessment of the performance of the command/activity in each of the six elements of the model EEO program and a report on their progress in completing its barrier analysis including any barriers it identified and/or eliminated or reduced the impact of?	X		
		21. Are EEO program officials present during command/activity deliberations prior to decisions regarding strategic workforce planning and recruitment, succession planning, selections for training/career development opportunities, and other workforce changes?	X		

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22. Does the command/activity consider whether any group of employees or applicants might be negatively impacted prior to making human resource decisions such as re-organizations and re-alignments?		X		
23. Are management/personnel policies, procedures and practices examined at regular intervals to assess whether there are hidden impediments to the realization of equality of opportunity for any group(s) of employees or applicants? [see 29 C.F.R. § 1614.102(b)(3)]		X		
24. Is the CDEEO/DEEO included in the command/activity strategic planning, especially the human capital plan, regarding succession planning, training, etc., to ensure that EEO concerns are integrated into the command/activity strategic mission?		X		
<b>Compliance Indicator</b>	<b>The command/activity has committed sufficient human resources and budget allocations to its EEO programs to ensure successful operation.</b>	<b>Measure has been met</b>		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H
<b>Measures</b>		Yes	No	
25. Does the command/activity provide sufficient resources and budget to ensure implementation of EEO action plans to improve EEO program efficiency and/or eliminate identified barriers to the realization of equality of opportunity?		X		
26. Does the command/activity have sufficient resources to ensure that command/activity self-assessments and self-analyses prescribed by EEO MD-715 are conducted annually and to maintain an effective complaint processing system?		X		
27. Are statutory/regulatory EEO related Special Emphasis Programs sufficiently staffed?		X		
	• Federal Women's Program - 5 U.S.C. 7201; 38 U.S.C. 4214; Title 5 CFR, Subpart B, 720.204	X		
	• Hispanic Employment Program - Title 5 CFR, Subpart B, 720.204	X		
	• People With Disabilities Program Manager; Selective Placement Program for Individuals With Disabilities Section 501 of the Rehabilitation Act; Title 5 U.S.C. Subpart B, Chapter 31, Subchapter I-3102; 5 CFR 213.3102(f) and (u); 5 CFR 315.709	X		
28. Are other special emphasis programs monitored by the EEO Office for coordination and compliance with EEO guidelines and principles, such as FEORP - 5 CFR 720; Veterans Employment Programs; and Black/African American; American Indian/Alaska Native, Asian American/Pacific Islander programs?		X		
<b>Compliance Indicator</b>	<b>The command/activity has committed sufficient budget to support the success of its EEO Programs.</b>	<b>Measure has been met</b>		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H
<b>Measures</b>		Yes	No	
29. Are there sufficient resources to enable the command/activity to conduct a thorough barrier analysis of its workforce and its employment practices, policies and procedures?		X		
30. Is official time granted to all employees to utilize, when desired, all EEO programs, including the discrimination complaint processing program, ADR, and to make a request for reasonable accommodation?		X		
31. Is funding available for publication and distribution of EEO materials (e.g. harassment policies, EEO posters, reasonable accommodations procedures, etc.)?		X		

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32. Is the EEO Program allocated sufficient resources to train all employees on all EEO Programs, including administrative and judicial remedial procedures available to employees?				X	
33. Is there sufficient funding to ensure that all employees have access to training and information in compliance with the Rehabilitation Act?				X	
34. Is there sufficient funding to provide all managers and supervisors with training and periodic up-dates on all of their EEO responsibilities which are:				X	
• ensuring a workplace that is free from all forms of discrimination, including harassment and retaliation?					
• to provide religious accommodations?					
• to provide disability accommodations in accordance with the DON's written procedures?					
• in the EEO discrimination complaint process?					
• to participate in ADR?					

## Essential Element C: MANAGEMENT AND PROGRAM ACCOUNTABILITY

This element requires the EEOO to hold all managers, supervisors, and EEO Officials responsible for the effective implementation of the DON's EEO Program and Plan.

Compliance Indicator	EEO program officials advise and provide appropriate assistance to managers/supervisors about the status of EEO programs within each manager's or supervisor's area or responsibility.	Measure has been met	For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H
Measures		Yes No	
35. Are regular (monthly/quarterly/semi-annually) EEO updates provided to senior management/supervisory officials by EEO program officials?		X	CDEEOO, DEEOOs, and PRP Managers provide updates to senior management, managers, and supervisors on EEO programs on a regular basis.
36. Do EEO program officials develop and implement EEO Plans, to include barrier analysis efforts, with all appropriate managers to include Counsel, Human Resource Officials, Finance, and the Chief Information Officer?		X	
Compliance Indicator	The Human Resources Director and the CDEEOO/DEEOO meet regularly to assess whether personnel programs, policies, and procedures are in conformity with instructions contained in EEOC management directives. [see 29 CFR § 1614.102(b)(3)]	Measure has been met	For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H
Measures		Yes No	

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37. Have time-tables or schedules been established and executed for the command/activity to review its Merit Promotion Program Policy and Procedures for systemic barriers that may be impeding full participation in promotion opportunities by all groups?		X		Recruitments are tracked, monitored, and evaluated weekly. Quarterly reports are requested from HR to evaluate the participation of all groups in merit promotions.
38. Have time-tables or schedules been established and executed for the command/activity to review its Employee Recognition Awards Program and Procedures for systemic barriers that may be impeding full participation in the program by all groups?		X		Awards board meets monthly to examine awards submissions and to ensure that all groups are nominated based on performance.
39. Have time-tables or schedules been established and executed for the command/activity to review its Employee Development/Training Programs for systemic barriers that may be impeding full participation in training opportunities by all groups?		X		Management/Supervisory reviews are done on a tri-annual basis; the training department reviews monthly.
Compliance Indicator	Measures	When findings of discrimination are made, the command/activity explores whether or not disciplinary actions should be taken.		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H
		Measure has been met		
		Yes	No	
40. Have all employees, supervisors, and managers been informed as to the penalties for being found to perpetrate discriminatory behavior or for taking personnel actions based upon a prohibited basis (DON CHRM Subchapter 752)?		X		
41. Has the command/activity, when appropriate, disciplined or sanctioned managers/supervisors or employees found to have discriminated over the past two years?		X		
42. Does the command/activity promptly (within the established time frame) comply with EEOC, Merit Systems Protection Board, Federal Labor Relations Authority, labor arbitrators, and District Court orders?		X		
43. Does the command/activity review disability accommodation decisions/actions to ensure compliance with its written procedures and analyze the information tracked for trends, problems, etc.?		X		

## Essential Element D: PROACTIVE PREVENTION

Requires that the command/activity make early efforts to prevent discriminatory actions and eliminate barriers to equal employment opportunity in the workplace.

Compliance Indicator	Measures	Analyses to identify and remove unnecessary barriers to employment are conducted throughout the year.		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H
		Measure has been met		
		Yes	No	
44. Do senior managers meet with and assist the CDEEOO/DEEOO and/or other EEO Program Officials in the identification of barriers that may be impeding the realization of equal employment opportunity as follows?		X		CDEEOO meets with senior leaders on a routine basis and at

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					BMBs. DEEOOs meets with senior leadership on a re-occurring basis
<ul style="list-style-type: none"> <li>When barriers are identified, senior managers develop and implement, with the assistance of the EEO office, command/activity EEO Action Plans to eliminate said barriers.</li> <li>Senior managers implement EEO Action Plans and incorporate the Plan Objectives into command/activity strategic plans.</li> </ul>					
45. Are trend analyses of workforce profiles conducted by race, national origin, sex and disability?		X			
46. Are trend analyses of the workforce's major occupations conducted by race, national origin, sex and disability?		X			
47. Are trends analyses of the workforce's grade level distribution conducted by race, national origin, sex and disability?		X			
48. Are trend analyses of the workforce's compensation and reward system conducted by race, national origin, sex and disability?		X			
49. Are trend analyses of the effects of management/personnel policies, procedures and practices conducted by race, national origin, sex and disability?		X			
Compliance Indicator	The use of Alternative Dispute Resolution (ADR) is encouraged by senior management.	Measure has been met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H
Measures		Yes	No		
50. Are all employees encouraged to use ADR?		X			
51. When a supervisor/manager declines to participate in the ADR process, does the next level of supervision, not involved in the employment dispute, document the reasons for the declination in writing, and forward it to the DON ADR Program?		X			

## Essential Element E: EFFICIENCY

Requires that the command/activity ensure that there are effective systems in place for evaluating the impact and effectiveness of the command's/activity's EEO Programs as well as an efficient and fair dispute resolution process.

Compliance Indicator	The command/activity has sufficient staffing, funding, and authority to achieve the elimination of identified barriers.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H
		Yes	No	
Measures				
52. Does the EEO Office employ personnel with adequate training and experience to conduct the analyses required by MD-715 and these instructions?		X		
53. For major command response only. Have sufficient resources been provided to conduct effective audits of		X		



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subordinate activity efforts to achieve a model EEO program and eliminate discrimination under Title VII and the Rehabilitation Act?				
54. Is there a designated RA POC to coordinate or assist with processing requests for disability accommodations in all commands/activities?		X		Attachment 5
55. Are 90% of accommodation requests processed within the time frame set forth in the DON procedures for processing reasonable accommodation?		X		90% RA requests are processed within timelines. Awareness and education is working on the other 10%.
Compliance Indicator	The DON has an effective complaint tracking and monitoring system in place to increase the effectiveness of its EEO Programs.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H
Measures		Yes	No	
	56. Does the command/activity utilize the information in iComplaints to analyze complaint activity and trends?	X		
	57. Does the command/activity utilize contractors to process pre-complaints?	X		ICRIS, LLC, used by HRSW for pre-complaints
	58. Does the command/activity hold contractors accountable for delays in counseling processing times?	X		
	59. Does the command/activity utilize collateral duty counselors?		X	
	60. Does the command/activity monitor and ensure that new counselors, including contractors, receive the 32 hours of training required in accordance with EEO Management Directive (MD) 110 and DON requirements?		N/A	
	61. Does the command/activity monitor and ensure that experienced counselors, including contractors, receive the 8 hours of refresher training required on an annual basis in accordance with EEO MD-110 and DON requirements?		N/A	
Compliance Indicator	The command/activity has sufficient staffing, funding and authority to comply with the time frames in accordance with the EEOC (29 C.F.R. Part 1614) regulations for processing EEO complaints of employment discrimination. (Please note that responses in this section will be verified by the information in iComplaints)	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H
Measures		Yes	No	
	62. Does the command/activity provide an aggrieved person with written notification of his/her rights and responsibilities in the EEO process in a timely fashion?	X		
	63. Does the command/activity ensure that investigations are completed within the applicable prescribed time frame?		X	CNIC controlled HRO are at COL 4 and IRD. Investigation are behind, but are getting better with the use of "blitz" investigations.
	64. When a complainant requests a hearing, does the command/activity immediately upon receipt of the request from the EEOC AJ forward the investigative file to the EEOC Hearing Office?	X		
	65. When a settlement agreement is entered into, does the command/activity timely complete any obligations provided for in such agreements?	X		

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66. Does the command/activity ensure timely compliance with EEOC AJ decisions that are fully implemented by DON and are not the subject of an appeal?		<b>X</b>			
Compliance Indicator	There is an efficient and fair dispute resolution process and effective systems for evaluating the impact and effectiveness of the command/activity EEO complaint processing program.	Measure has been met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H
Measures		Yes	No		
	67. Does the command/activity require all managers and supervisors to receive ADR training in accordance with EEOC (29 C.F.R. Part 1614) regulations, with emphasis on the DON's policy in encouraging mutual resolution of disputes at the lowest possible level and the benefits associated with utilizing ADR?	<b>X</b>			
	68. Does the responsible management official directly involved in the dispute have settlement authority?	<b>X</b>			
Compliance Indicator	The command/activity has effective systems in place for maintaining and evaluating the impact and effectiveness of its EEO programs.	Measure has been met			For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H
Measures		Yes	No		
	69. Does the command/activity provide reasonable resources for the discrimination complaint process to ensure efficient and successful operation in accordance with 29 C.F.R. § 1614.102(a)(1)?		<b>X</b>		NAVFAC is serviced by local CNIC HRO/EEO Offices. CNIC is at Col level 4 resulting in insufficient resources to ensure timely processing of complaints.
	70. Does the command/activity EEO office have management controls in place to monitor and ensure that the data received from Human Resources is accurate, timely received, and contains all the required data elements for submitting annual reports to the DON?	<b>X</b>			NAVFAC is serviced by local CNIC HRO/EEO Offices. Data has vastly improved with NAVFAC CDEEO oversight.
	71. Does the command/activity EEO program address all of the laws enforced by the EEOC?	<b>X</b>			
	72. Does the command/activity identify and monitor significant trends in discrimination complaint processing to determine whether the command/activity is meeting its obligations under Title VII and the Rehabilitation Act?	<b>X</b>			
	73. Does the command/activity track recruitment efforts and analyze efforts to identify potential barriers in accordance with MD-715 and DON standards?		<b>X</b>		Recruitment data/hires have not been consistently tracked. With the new staffing system (USA Jobs) recruitment should be able to be tracked and analyzed in FY-13.

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<b>Compliance Indicator</b>	The command/activity ensures that the investigation and adjudication function of its complaint resolution process are separate from its legal defense arm or other offices with conflicting or competing interests.	Measure has been met	For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H
<b>Measures</b>			
74. Are legal sufficiency reviews of EEO matters handled by a functional unit that is separate and apart from the unit which handles agency representation in discrimination complaints?		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
75. Does the command/activity discrimination complaint process ensure a neutral adjudication function?		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
76. If applicable, are processing time frames incorporated for the legal counsel's sufficiency review for timely processing of discrimination complaints?		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	

## Essential Element F: RESPONSIVENESS AND LEGAL COMPLIANCE

This element requires that DON is in full compliance with EEO statutes and EEOC regulations, policy guidance, and other written instructions.

<b>Compliance Indicator Measures</b>	Command/Activity personnel are accountable for timely compliance with orders issued by EEOC Administrative Judges.	Measure has been met	For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H
77. Does the command/activity have a system of management control to ensure that management officials timely comply with any orders or directives issued by EEOC Administrative Judges?		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
<b>Compliance Indicator Measures</b>	The command's/activity's system of management controls ensures that the command/activity timely completes all ordered corrective action and submits its compliance report to EEOC OFO within 30 days of such completion.	Measure has been met	For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H
78. Does the command/activity timely process (within 150 days) all ordered relief by EEOC or DON?		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
79. Does the command/activity timely submit compliance reports to EEOC OFO within 30 days of completion? If not able to immediately complete all ordered corrective action, does the command/activity submit interim status reports every 30 days until all corrective action are fully implemented?		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
<b>Compliance Indicator Measures</b>	Command/Activity personnel are accountable for the timely completion of actions required to comply with orders of EEOC.	Measure has been met	For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H
80. Is compliance with EEOC orders encompassed in the performance standards of any command/activity employees?		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
81. Does the command/activity promptly provide to the DON EEO Program Office and EEOC the following		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	

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documentation for completing compliance, as it applies, such as:			
• Attorney Fees: Copy of check issued for attorney fees and /or a narrative statement by an appropriate official, or payment order dating the dollar amount of attorney fees paid?			
• Awards: A narrative statement by an appropriate official stating the dollar amount and the criteria used to calculate the award?			
• Back Pay and Interest: Computer print-outs or payroll documents outlining gross back pay and interest, copy of any checks issued, narrative statement by an appropriate official of total monies paid?			
• Compensatory Damages: The final agency decision and evidence of payment, if made?			
• Training: Attendance roster at training session(s) or a narrative statement by an appropriate official confirming that specific persons or groups of persons attended training on a date certain?			
• Personnel Actions (e.g., Reinstatement, Promotion, Hiring, Reassignment): Copies of SF-50s			
• Posting of Notice of Violation: Original signed and dated notice reflecting the dates that the notice was posted. A copy of the notice will suffice if the original is not available.			
• Supplemental Investigation: 1. Copy of letter to complainant acknowledging receipt from EEOC of remanded case. 2. Copy of letter to complainant transmitting the Report of Investigation (not the ROI itself unless specified). 3. Copy of request for a hearing (complainant's request or command's/activity's transmittal letter).			
• Final Agency Decision (FAD): FAD or copy of the complainant's request for a hearing.			
• Restoration of Leave: Print-out or statement identifying the amount of leave restored, if applicable. If not, an explanation or statement.			
• Civil Actions: A complete copy of the civil action complaint demonstrating same issues raised as in compliance matter.			
• Settlement Agreements: Signed and dated agreement with specific dollar amounts, if applicable. Also, appropriate documentation of relief is provided.			



**EEO Program Status  
Report  
FY 2012**

**Copies of Current, Signed  
EEO Policy Statements  
with Enclosures**

**Attachment 1**



## DEPARTMENT OF THE NAVY

NAVAL FACILITIES ENGINEERING COMMAND  
1322 PATTERSON AVENUE, SE, SUITE 1000  
WASHINGTON NAVY YARD, DC 20374-5065

13 September 2011

From: Commander, Naval Facilities Engineering Command

Subj: EQUAL EMPLOYMENT OPPORTUNITY AND PREVENTION AND  
ELIMINATION OF HARASSMENT IN THE WORKPLACE POLICY  
STATEMENTS

Ref: (a) EEO MD-715

Encl: (1) NAVFAC Equal Employment Opportunity Policy Statement  
(2) NAVFAC Prevention and Elimination of Harassment in  
the Workplace Policy Statement

1. As Commander, Naval Facilities Engineering Command, I reaffirm my total commitment to a command climate of fairness, equality, and diversity that is free from harassment based on race, color, religion, sex, national origin, age, or disability. My Equal Employment Opportunity and Prevention and Elimination of Harassment in the Workplace Policy Statements, as required by reference (a), are attached as enclosures (1) and (2), respectively.

2. All personnel employed by NAVFAC (active and reserve military, civil service, contractors, and non-appropriated fund personnel) shall comply with enclosures (1) and (2). Commanders, Commanding Officers, Directors, and Officers-in-Charge of component commands shall:

a. Publish local command EEO/Prevention of Harassment policy statements and ensure full compliance and widest distribution within their commands and/or areas of responsibility.

b. Ensure annual review and reissue of the policy statements.

c. Routinely discuss command EEO/Prevention of Harassment policies in command newsletters, periodicals, internet websites, and/or other forums.

  
C. J. MOSSEY

Distribution:  
(See next page)

Subj: EQUAL EMPLOYMENT OPPORTUNITY AND PREVENTION AND  
ELIMINATION OF HARASSMENT IN THE WORKPLACE POLICY  
STATEMENTS

Distribution:

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**COMMANDER, NAVAL FACILITIES ENGINEERING COMMAND**  
**EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT**

As Commander, Naval Facilities Engineering Command, I am totally committed to a command climate of fairness, equality, and diversity. All individuals within our command shall be given fair treatment, respect, and an equal employment opportunity, regardless of their race, color, religion, sex, national origin, age, disability, or participation in the Equal Employment Opportunity complaint process. Equal opportunity practices and policies shall govern all aspects of NAVFAC's operations, merit principles, and personnel policies. Such actions shall include but are not limited to recruitment, hiring, career development, performance evaluation, selection, transfer, assignment, benefits, and compensation.

All NAVFAC personnel (active and reserve military, appropriated and non-appropriated personnel, contractors) contribute tremendously to our national security and combat readiness. The rich diversity of our workforce is a significant asset and is built by creating and fostering an atmosphere where all personnel are treated with dignity and respect and are encouraged to reach their maximum potential. Any employee who believes he or she has not been provided an Equal Employment Opportunity should follow the procedures at his or her local command for reporting this situation.

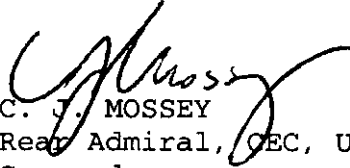
As the EEO Officer, I strongly support and affirm the full implementation of equal employment opportunity through Model EEO Programs at every level within the Command. The federal government's special emphasis programs are important tools in achieving a diverse workforce that reflects the civilian labor market of our country and addresses workforce imbalances of women and minorities, as well as individuals with disabilities, disabled veterans, and wounded warriors. It is my goal to place, advance, develop, and retain qualified personnel from all segments of society.

Persons found to be in violation of this policy shall be subject to the full range of military and civilian disciplinary action. No employee will be subjected to any form of reprisal or retaliation for reporting alleged violations of this policy, pursuing any such claim, or cooperating in an investigation of such claims.

Enclosure (1)



Each and every one of us has a critical role in creating an environment free from discrimination or harassment. All personnel shall ensure their actions fully demonstrate their commitment and support of this policy. EEO/diversity is the responsibility of every employee and I am counting on all Commanders, Commanding Officers, Directors, supervisors, managers, and employees to ensure compliance with this policy.

A handwritten signature in black ink, appearing to read "C. J. Mossey", is positioned above the printed name and title.

C. J. MOSSEY  
Rear Admiral, OEC, U.S. Navy  
Commander  
Naval Facilities Engineering Command

**COMMANDER, NAVAL FACILITIES ENGINEERING COMMAND  
PREVENTION AND ELIMINATION OF HARASSMENT IN THE WORKPLACE  
POLICY STATEMENT**

As Commander, Naval Facilities Engineering Command, I want to ensure that all military (active and reserve), civilians, and contractors within NAVFAC clearly understand and comply with the Command's Policy of Prevention and Elimination of Harassment in the Workplace.

It is NAVFAC's policy to maintain a work environment that is free from harassment based on race, color, religion, sex, national origin, age, disability (mental or physical), and from retaliatory harassment based on opposition to discrimination or participation in the discrimination complaint process. NAVFAC has zero tolerance for harassment or any other form of unlawful discrimination. In addition, NAVFAC will not tolerate retaliation against any employee for reporting matters under this policy or procedure, or for assisting in any inquiry about such a report.

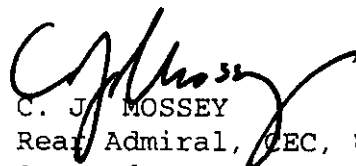
Harassment is defined as unwelcome verbal or physical conduct based on race, color, religion, sex (whether or not of a sexual nature and including same-gender harassment), national origin, age (40 and over), disability (mental or physical), or retaliation. Unwelcome conduct constitutes harassment when:

1. The conduct is sufficiently severe or pervasive to create a hostile work environment; or
2. A supervisor's harassing conduct results in a tangible change in an employee's employment status or benefits (for example, demotion, termination, failure to promote, etc).

All NAVFAC personnel are responsible for implementing this policy and for cooperating fully in its enforcement. Employees must not engage in harassing conduct. Any employee subjected to harassment should promptly follow the procedures at their local Command for reporting this harassment. Supervisors and other management officials must act promptly and effectively to correct any harassment that may occur.

Enclosure (2)

It is everyone's responsibility to eliminate harassment in the workplace and afford each person the opportunity to work in an environment where he or she is treated fairly and with respect.

A handwritten signature in black ink, appearing to read 'C. J. Mossey', is positioned above the printed name.

C. J. MOSSEY

Rear Admiral, DEC, U.S. NAVY  
Commander

Naval Facilities Engineering Command

**Commander**  
**Naval Facilities Engineering Command**  
**Equal Employment Opportunity (EEO) and**  
**Harassment Complaints Process**

**EEO OFFICER**

**RADM Christopher J. Mossey**  
**USN, Commander, Naval Facilities**  
**Engineering Command**

"Each and everyone of us has a critical role in creating an environment free from discrimination and harassment. All personnel shall ensure that their actions duly demonstrate their support of this policy. EEO is the responsibility of every employee, and I am counting on all Commanders, Commanding Officers, Directors, supervisors, managers and employees to ensure compliance with this policy."



**EEO COMPLAINT PROCESS**

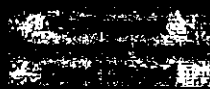
**EMPLOYEE**

45 days  
to contact  
a counselor



**COUNSELOR**

30 days to attempt informal  
resolution and conduct  
final interview



**EMPLOYEE**

15 days to file  
a written  
formal  
complaint

**EEO OFFICER**

Dismisses  
or  
accepts  
complaint for  
investigation

**INVESTIGATION**

180 DAYS  
DoD  
Office of  
Complaint  
Investigations

**NAVFAC HQ EEO**

CDEEO - Ferdinand LeCompte (202) 685-9023

EEO Specialist - Taylor Njagu (202) 685-9286

**EEO Complaints Intake (NDW):**

WNY EEO Office (202) 433-2330/2147

EEO Complaints Manager (NDW) (202) 685-0079

Updated 09/2011



**EEO Program Status  
Report  
FY 2012**

**Copy of EEEO's  
Memorandum dated  
6 June 12 Announcing the  
Start of FY12 Annual  
Assessment  
Attachment 2**

## **LeCompte, Ferdinand P CIV NAVFAC HQ, TF**

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**From:** La Duca, Michelle C CAPT NAVFAC HQ, TF  
**Sent:** Wednesday, June 06, 2012 12:56 PM  
**To:** Gregory, Katherine L RDML NAVFAC PAC, 00; Pickrell, Brant D CAPT NAVFAC ESC, CO; Bevens, Samuel E. SES Navy Crane Center; Slates, Kevin R RDML NAVFAC LANT, 00  
**Cc:** Mossey, Christopher J RADM NAVFAC HQ, 00; Iselin, Steven SES NAVFAC HQ, 00; Morton, Douglas G CAPT NAVFAC HQ, 00; LeCompte, Ferdinand P CIV NAVFAC HQ, TF; Strike, Frank CIV NAVFAC LANT, BD; Wong, Leighton CIV NAVFAC PAC, BO; Messock, Richard CIV NAVFAC ESC, BO; Mrgudic, Tony J CIV NFELC, BD; Estes, Edward R CIV Navy Crane Center; Torres, Sarah CIV NAVFAC HQ, TF  
**Subject:** RE: NAVFAC EEO Program Assessment (ACTION)  
**Attachments:** Part G DON.DOC; POAM FY11 MD 715 only.doc; DON MD715 REPORT CHECKLIST.DOC  
**Signed By:** michelle.laduca@navy.mil

Admirals, Skippers: It's that time of the year again where we have the opportunity to move the EEO program ahead to the goal of making NAVFAC the "Model EEO Program." This year, 30 June starts the season for our annual requirement to submit the EEO MD-715 report to the Office of Civilian Human Resources (OCHR). It is the basis of NAVFAC's EEO Program Assessment conducted annually by the Office of the Assistant Secretary of the Navy (Manpower and Reserve Affairs). Your accomplishments on how well your command is performing should be annotated in this year's report. In addition, preparation of the report can help each command identify opportunities to improve their EEO program and address those opportunities. Echelon III reports are due to HQ no later than 4 September 2012. Echelon IVs should submit directly to their respective Echelon III to support the consolidated submission with a copy to the CDEEO at HQ no later than 3 August 2012.

Last year, with your support, we were able to submit the final report on time. We'd like to continue that trend even with the earlier due date required to OCHR driving our due date much earlier as well. Please ensure your report is received at HQ on or before the 4 September deadline so we can review and consolidate the report and submit it in a timely manner.

The FY11 ASN (MRA) Assessment and Scorecard of NAVFAC's EEO Program will be provided by separate cover to your staffs as soon as we receive it. Barrier Analysis is improving, but more barrier analysis by supervisor/managers has to be conducted and addressed in your submission - additional guidance for these areas is available from the HQ CDEEO. The format and guidance for submission of this report is available at <http://www.eeoc.gov/federal/directives/md715.cfm> and DON CHRM Subchapter 1604 - "Guide for Conducting an Effective Barrier Analysis."

Thank you for your assistance in timely submission of this critical report. I know that we've accomplished a lot in this area and we continue to receive tremendous support and commitment for EEO and diversity. It's important that NAVFAC's report reflects this.

HQ point of contact is Mr. Leo LeCompte, CDEEO at 202-685-9023 (DSN 325-9023).

V/R,  
M. C. La Duca  
CAPT, CEC, USN  
Director of Total Force  
Acting Chief Management Officer  
Naval Facilities Engineering Command HQ  
(202) 685-9268



# **EEO Program Status Report FY 2012**

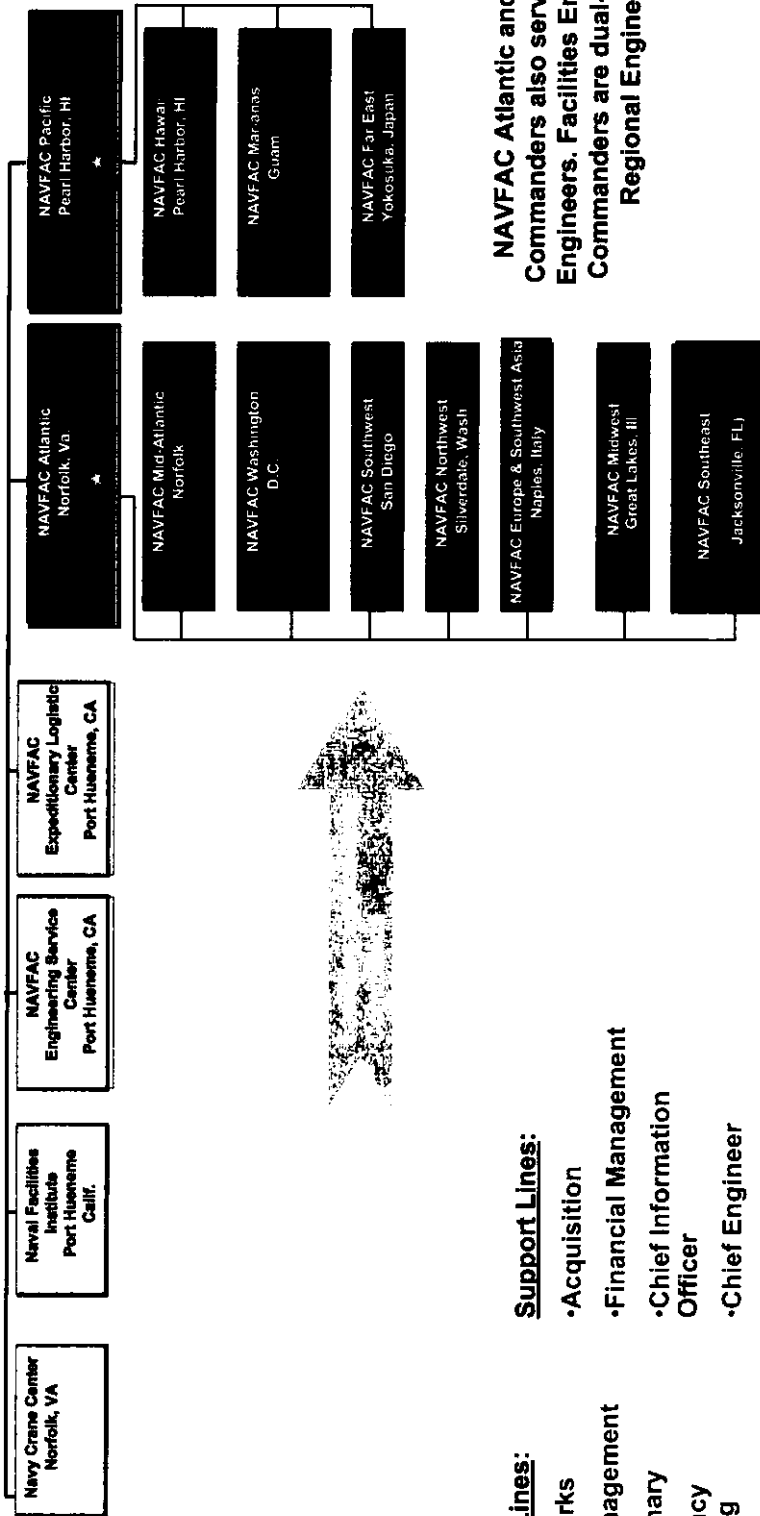
## **Organizational Chart**

### **Attachment 3**





# Global Engineering/Acquisition Command



**NAVFAC Atlantic and Pacific  
Commanders also serve as Fleet  
Engineers. Facilities Engineering  
Commanders are dual-hatted as  
Regional Engineers.**

- Business Lines:**

  - Public Works
  - Asset Management
  - Expeditionary
  - Contingency Engineering
  - Capital Improvements
  - Environmental
- Support Lines:**

  - Acquisition
  - Financial Management
  - Chief Information Officer
  - Chief Engineer
  - Counsel



**EEO Program Status  
Report  
FY 2012**

**Copy of DON Form Listing  
Subordinate Activity  
Report Submissions**

**Attachment 4**

**NAVFAC**  
**FY 2012 EEO Program Status Report**  
**Subordinate Commands (Echelon III)**

[illegible]



# **EEO Program Status Report FY 2012**

## **Listing of Reasonable Accommodation POC's**

### **Attachment 5**

**FY 2012 Reasonable Accommodation POC**  
**Naval Facilities Engineering Command**

<b>Component/ Activity</b>			<b>FY 10 POC Submitted Name</b>
NAVFAC Atlantic, Norfolk, VA	(757) 322-4849	<a href="mailto:Scott.glover@navy.mil">Scott.glover@navy.mil</a>	Scott Glover
NAVFAC Pacific, Pearl Harbor, HI	(808) 472-1084	<a href="mailto:Wendy.nakata@navy.mil">Wendy.nakata@navy.mil</a>	Wendy Nakata
NAVFAC Europe & Southeast Asia, Naples, Italy		<a href="mailto:Burvis.Robinson@eu.navy.mil">Burvis.Robinson@eu.navy.mil</a>	<b>Burvis Robinson</b> <b>Mike Carrancho</b>
NAVFAC Far East, Yokosuka, Japan		<a href="mailto:Gerald.Taitano@fe.navy.mil">Gerald.Taitano@fe.navy.mil</a>	Gerald.Taitano
NAVFAC Hawaii, Pearl Harbor, HI	(808) 471-3926	<a href="mailto:Lansing.sugita@navy.mil">Lansing.sugita@navy.mil</a>	Lansing Sugita
NAVFAC Marianas, Guam	(808) 472-1084		Wendy Nakata
NAVFAC Mid-Atlantic, Norfolk, VA	(757) 445-4829 x3237	<a href="mailto:Frank.thiemann@navy.mil">Frank.thiemann@navy.mil</a>	Frank J. Thiemann
NAVFAC Midwest, Great Lakes, IL	(847) 688-2600 x270	<a href="mailto:Penny.manczko@navy.mil">Penny.manczko@navy.mil</a>	Penny Manczko
NAVFAC Northwest, Silverdale, WA	360-396-0872	<a href="mailto:Robert.skjonsby@navy.mil">Robert.skjonsby@navy.mil</a>	Robert Skjonsby
NAVFAC Southeast, Jacksonville, FL	904-452-6224	<a href="mailto:Diana.shider@navy.mil">Diana.shider@navy.mil</a>	Diana Shider
NAVFAC Southwest, San Diego, CA	(619) 532-1229	<a href="mailto:Lisa.mott@navy.mil">Lisa.mott@navy.mil</a>	Lisa Mott
NAVFAC Washington, DC	202-685-3018	<a href="mailto:Gwendolyn.wooley@navy.mil">Gwendolyn.wooley@navy.mil</a>	Gwendolyn Wooley
NFELC, Port Hueneme, CA	805-982-6519	<a href="mailto:mark.gatanti@navy.mil">mark.gatanti@navy.mil</a>	Mark Gatanti
NFESC, Port Hueneme, CA	805-982-1093	<a href="mailto:Richard.messock@navy.mil">Richard.messock@navy.mil</a>	Richard Messock
Navy Crane Center, Norfolk, VA	757-967-3810	<a href="mailto:Edward.estes@navy.mil">Edward.estes@navy.mil</a>	Edward R Estes
Naval Facilities Institute, Port Hueneme, CA	(805) 982-2892	<a href="mailto:Linda.gray@navy.mil">Linda.gray@navy.mil</a>	Linda Gray



# **EEO Program Status Report**

**FY 2012**

**Part H**

<b>EEOC FORM 715-01 PART H - 1</b>	<b>U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT</b>	
Naval Facilities Engineering Command		FY 12
<b>STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:</b>	<p>NAVFAC continues to make significant progress in aligning our EEO Program. We will continue the momentum to move our program forward through the consistent execution of established policies and processes at all levels of the agency. To further enhance the DON EEO Program, adjustments will be made to existing policies and processes, as needed, and new ones developed and implemented. In FY 2012, the following program deficiencies will be addressed:</p> <p>Essential Element B: Integration of EEO into the Agency's Strategic Mission.</p> <p>The technical competency of the echelon Personnel Resources and Programs Manager PRP Staffs acting as EEO officials and supported by HRO/DEEOOs needs to be strengthened so they can effectively carry out their duties and responsibilities (with an emphasis on barrier analysis).</p> <p><i>Echelon III PRP Command Deputy EEO Officers (CDEEOO) and Deputy EEO Officers (DEEOO) do not consistently brief EEO Officers and other top management officials on the effectiveness, efficiency and legal compliance of their local EEO programs (will be addressed with the related deficiency identified above).</i></p> <p>Essential Element C: Management and Program Accountability.  <i>Regular EEO updates to activity level EEO Officers and Management, supervisor, and officials are not consistently provided (will be addressed with the related deficiency identified in Element B). EEO program officials do not consistently involve stakeholders in barrier analysis efforts, to include the development and implementation of EEO Plans (will be addressed with the related deficiency identified in Element B). Commands/activities have not all established schedules to review their merit promotion, employee recognition and development/training programs, to include a report of results (will be addressed with the related deficiency identified in Element B).</i></p> <p>Essential Element D: Proactive Prevention  <i>Stakeholders at the command and activity levels are not consistently involved with barrier analysis efforts, to include the development and implementation of EEO Plans (will be addressed with the related deficiencies identified in Elements B and C).</i></p> <p><i>Trend analyses of the effects of management/personnel policies, procedures and practices, to include a report of results, are not consistently performed (will be addressed with the related deficiencies identified in Elements B and C).</i></p> <p>Essential Element E: Efficiency</p> <p><i>Some EEO practitioners do not have adequate training and/or the experience to conduct the analyses required by MD-715 (will be addressed with the related deficiencies identified in Elements B and C).</i></p> <p><i>The timeliness of pre-complaints and formal complaints processing continues to need improvement (will be addressed with the related deficiencies identified in Elements B and C).</i></p>	
<b>OBJECTIVE:</b>	<p>To ensure that EEO practitioners at the command/activity levels and stakeholders successfully execute their respective roles for implementing an effective EEO Program by:</p> <ul style="list-style-type: none"> <li>a. Ensuring that all EEO practitioners possess the requisite competencies to accomplish their program responsibilities, e.g., barrier analysis, discrimination complaints processing.</li> <li>b. Providing regular briefings to EEO Officers and supervisors/managers on the status of their EEO programs.</li> <li>c. Involving stakeholders in barrier analysis efforts.</li> <li>d. Reviewing employment programs, policies, procedures and practices, and reporting the results of these reviews.</li> </ul>	



RESPONSIBLE OFFICIAL:	Commanders and Commanding Officers , CDEEOOs, DEEOOs, other Senior Leadership, and Personnel Resources and Programs (PRP) Manager
DATE OBJECTIVE INITIATED:	January, 2011
TARGET DATE FOR COMPLETION OF OBJECTIVE:	30 September 2012
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	
<b>September 2011</b> (specific target dates and action officers identified with individual planned activities)	<p><b>To ensure that all EEO practitioners and relevant stakeholders successfully execute their respective roles for implementing an effective EEO Program.</b></p> <p>a. Partner with CNIC HRO to develop and improve the technical competencies of the EEO/HR community. Target Date: September 2012, Action Officer: NAVFAC CDEEOO and CNIC CDEEOO</p> <p>(1) Continue with training on barrier analysis, complaints processing and reasonable accommodation procedures.</p> <p>(2) Continue with training EEO for HR Professionals course training.</p> <p>b. Provide oversight, direction and guidance and to hold commands accountable for the effective management of their EEO Program. Target Date: September 2012, Action Officer: CDEEOO</p> <p>(1) Hold commands accountable for ensuring that activities and servicing EEO offices submit complaint files to EEOC in a timely manner</p> <p>(2) Issue EEO Program scorecards to commands (based on FY 2011 program efforts and annual program status report submissions)</p> <p>(3) Conduct on-site validation visits.</p> <p>(4) Schedule monthly meetings with PRP Managers.</p> <p>c. Commands will certify that regular EEO program updates are provided to all EEO Officers and managers/supervisors to include dates and topics discussed. Target Date: July 2012, Action Officer: PRP Manager &amp; DEEOOs.</p> <p>d. Commands will provide documentation that stakeholders at all levels are involved in barrier analysis efforts. Target Date: September 2012, Action Officer: PRP Managers and DEEOOs.</p> <p>e. Commands will provide documentation that a command-wide review of employment programs (merit promotion, awards, employee development) was accomplished and report results. Target Date: September 2012, Action Officer: PRP Managers, DEEOOs, supervisors/managers, Human Resources practitioners</p> <p>f. Commands will provide documentation that a command-wide trend analysis of the effects of management/personnel policies, procedures and practices was accomplished and report the results. Target Date: September 2012, Action Officer: PRP Managers, DEEOOs, supervisors/managers</p>
<b>REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE</b>  As per conversation with DON EEO Program Director, the new CDEEOO made significant modifications to FY10 MD-715 report to focus on significant issues pointed out in the EEO Scorecard from FY10 and last year's report for FY11. Consider all items not addressed in this year's identified barriers to be insignificant or parked in the "parking lot" until such time as allows. <b>Consider Plan #1 Closed due to the new HRO delivery system to be implemented FY13.</b>	

<b>EEOC FORM 715-01 PART H - 2</b>	<b>U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT</b>	
Naval Facilities Engineering Command		FY 12
STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	Insufficient staffing at Echelon III and IV Commands with large areas of Responsibility and possible insufficient staffing at HROs to meet all the requirements and expectations for Model EEO Program.	
OBJECTIVE:	Review workforce requirements and staffing at HROs and Echelon III and IV Commands to perform essential tasks.	
RESPONSIBLE OFFICIAL:	Commanders and Commanding Officers, other Senior Leadership, PRP Managers, DEEOOs, and CDEEOO	
DATE OBJECTIVE INITIATED:	January 2011	
TARGET DATE FOR COMPLETION OF OBJECTIVE:	30 September 2012	
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:		
	January, 2010: HQ EEOO met with CNIC to review support level within the EEO Program. Since NAVFAC does not have any of its own HROs, all Echelon II, III, and IV commands must rely on CNIC HROs to provide support. It is not clear if CNIC has sufficient staff and does not provide the support or whether CNIC HROs are under-staffed. The assumption is that CNIC would provide the support if they were able, so they are under-staffed. Since NAVFAC pays for this service, HQ and subordinate commands must be more aggressive in demanding adequate support.	
	March, 2010: Based on initial HQ meeting with CNIC, EEOO develop a plan and guidance for Echelon III and IV commands to meet with their servicing HROs to discuss needed levels of support for the EEO program. Based on these discussions, Commands must then review internal staffing levels to determine adequacy for full implementation of all aspects of a Model EEO Program.	
	August 2011: NAVFAC, after approval from DON, started to meet with the DON HR Service delivery steering committee for the "new" service delivery of NAVFAC and other echelon II commands take the HRO/EEO service delivery back.	
	November 2011: CDEEOO provide input to the HR service delivery team to sufficiently staff the EEO areas of the new NAVFAC HROs.	
<b>REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE</b>  CDEEOO has been engaged with the DON EEO team and the NAVFAV HR Service delivery teams to properly address the recovery of the HRO/EEO back to NAVFAC.  <b>Consider Plan #2 closed due to the new HRO delivery system to be implemented in FY 13.</b>		

<b>EEOC FORM 715-01 PART H - 3</b>	<b>U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT</b>	
Naval Facilities Engineering Command		FY 12
<b>STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:</b>	Senior Leadership is not consistently briefed on NAVFAC's progress in the recruitment of people with individual with targeted disabilities and in recruitment of groups with low participation rates (Hispanics, African Americans, American Indians, and Females).	
<b>OBJECTIVE:</b>	Senior leadership will be updated quarterly on NAVFAC's progress in the recruitment of individuals with targeted disabilities and recruitment of groups with low participation.	
<b>RESPONSIBLE OFFICIAL:</b>	Commanders, Commanding Officers, CDEEOO, DEEOO, other senior leader, and PRP Managers	
<b>DATE OBJECTIVE INITIATED:</b>	January, 2011	
<b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b>	30 September 2012	
<b>PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:</b>		
	January, 2012: Utilize Part J format for updates at quarterly briefings to include objectives and progress towards target dates and accomplishments.	
	January 2012: Commence quarterly or monthly briefings.	
<b>REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE</b>  Strides have been made in area. As a result of the CDEEOO State of EEO and Program Update Briefs to the Chief and NAVFAC senior leadership and MD-715 Validation Visits, NAVFAC Commanders and Commanding Officer now receive routine EEO Program updates including NAVFAC's progress in recruitment of IWTD and groups with low participation. Echelon III and IV commands will continue to make efforts in this area.  Consider Plan #3 closed. Senior leadership has been consistently briefed on the progress in the recruitment of IWTD and in the recruitment of groups with low participation rates.		

<b>EEOC FORM 715-01 PART H - 1</b>	<b>U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT</b>	
Naval Facilities Engineering Command		FY 13
<b>STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:</b>	<p>NAVFAC continues to make significant progress in aligning our EEO Program. We will continue the momentum to move our program forward through the consistent execution of established policies and processes at all levels of the agency. To further enhance the DON EEO Program, adjustments will be made to existing policies and processes, as required and new ones developed and implemented. In FY 2013, the following program deficiencies will be addressed:</p> <p>Essential Element E: Efficiency</p> <p><i>EEO investigations are not completed within the applicable prescribed time frame. CNIC controlled HRO are at COL Level 4 and IRD.</i></p> <p><i>Reasonable resources for the discrimination complaint process to ensure efficient and successful operation in accordance with 29 C.F.R. 1614.102(a)(1) are not provided because NAVFAC is serviced by local CNIC HROEEO offices. CNIC is a COL Level 4 resulting in insufficient resources to ensure timely processing of complaints.</i></p> <p><i>Recruitment efforts and the analysis of those efforts have not been tracked to identify potential barriers in accordance with MD-715 and DON standards because applicant flow data has not been available. The Office of Personnel Management USA staffing tool which is DON's interim recruitment solution includes the capability to track applicant flow data.</i></p>	
<b>OBJECTIVE:</b>	<p>Oversee the implementation of a new EEO service delivery model across the enterprise in April 2013 which will give the EEO Officers (EEOO) total responsibility for the establishment and maintenance of a Model EEO Program at the Command or Activity level. This new service delivery model is more streamlined with the service providers owned by their respective major commands, ensuring alignment and accountability of the command program.</p>	
<b>RESPONSIBLE OFFICIAL:</b>	<p>Commanders and Commanding Officers , CDEEOOs, DEEOOs, other Senior Leadership, and Personnel Resources and Programs (PRP) Manager, and DON</p>	

<b>DATE OBJECTIVE INITIATED:</b>	August, 2011
<b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b>	30 September, 2013
<b>PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:</b>	<p>1. Provide oversight, direction and guidance and hold commands accountable for the effective management of their EEO program and for ensuring that investigations are completed within the applicable prescribed time frames.</p> <p>2. Accountability Measures - Establish EEO Program score cards to commands based on FY 13 program efforts and annual program status report submissions. Continue on-site validation/assist visits.</p> <p>3. Require commands to provide documentation that they have conducted a thorough analysis of applicant flow data when it becomes deployed in FY 13 through the USA staffing tool to identify potential barriers.</p> <p>4. Training and Development of Technical Competencies - Develop an "NAVFAC EEO Community Management Plan" to ensure EEO Professional Competency.</p> <p>5. Lines of Authority and Communication - Develop a NAVFAC EEO/Diversity Strategic Plan for successful stand-up of EEO Specialist at new HROs.</p>
<b>REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE</b>	



# **EEO Program Status Report**

**FY 2012**

**Part I**

<b>EEOC FORM 715-01 PART I -1</b>	<b>U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT</b>	
<b>Naval Facilities Engineering Command</b>	<b>FY 12</b>	
<b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b>	<p>The disparity between Hispanic men and women, African American, and females in NAVFAC civilian workforce and the civilian labor force (CLF) is significant.</p> <p>Females: 25.30% (CLF: 46.80%)  African American Females: 3.58% (CLF: 5.7%)  Hispanic Males: 3.92% (CLF: 6.2%)  Hispanic Females: 1.78% (CLF: 4.5%)</p>	
<b>BARRIER ANALYSIS:</b>  Provide a description of the steps taken and data analyzed to determine cause of the condition.	<p>Reviewed workforce statistics  Reviewed recruitment statistics  Reviewed complaint statistics</p> <p>Over the last several years, NAVFAC has reported a consistent trend of a low participation rate of Hispanic males and females in their appropriated fund workforce. This same trigger is consistent at the DON level. A review of FY 2011 Table A6 indicates a low participation rate of Hispanic males in all of our major occupations. Based on a review of Table A-4, some commands also reported a trigger for a potential barrier with respect to the career progression of Hispanic males and females.</p>	
<b>STATEMENT OF IDENTIFIED BARRIER:</b>  Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.	<p>Most commands have conducted some data analysis yet they still experience difficulty in determining their next steps in the barrier analysis process. Our FY 2012 planned activities will continue our focus on more in-depth barrier analysis efforts at the echelon III and IV levels. We expect that these planned activities will result in the identification of any/all specific barriers in agency policies, practices and procedures and the development of effective barrier elimination plans.</p>	
<b>OBJECTIVE:</b>  State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.	<p>Provide commands with a framework for conducting a more in-depth investigation to uncover the underlying cause(s) of triggers to pinpoint specific barriers in policies, practices or procedures that may be impeding the participation of Hispanic males and females in the NAVFAC workforce.</p>	
<b>RESPONSIBLE OFFICIAL:</b>	<p>Commanders, Commanding Officers, CDEEOO, DEOOs, PRP Managers, hiring officials, supervisors and managers, senior level managers involved in barrier analysis efforts.</p>	
<b>DATE OBJECTIVE INITIATED:</b>	<p>1 February, 2012</p>	
<b>TARGET DATE FOR COMPLETION OF</b>	<p>30 September, 2012</p>	



<b>EEOC FORM</b> <b>715-01</b> <b>PART I - 1</b>	<b>EEO Plan To Eliminate Identified Barrier</b>	
<b>PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:</b>	<b>TARGET DATE</b> <b>(Must be specific)</b>	
Echelon III and IV commands will conduct and report the results of their analysis of the occupational group data that comprises the majority of their workforce against the RCLF of Hispanics in these same groups. Responsible Official: CDEEOOs, DEEOOs, HROs, supervisors and managers, senior level managers involved in barrier analysis efforts	July 31, 2012	
Echelon III and IV commands will conduct and report the results of their analysis of major occupation data where there is a low participation of Hispanic male and females. Responsible Official: DEEOOs, PRP Managers, HROs, supervisors and managers, senior level managers involved in barrier analysis efforts	July 31, 2012	
Echelon III and IV commands will conduct a thorough review of their recruitment and hiring practices, policies and procedures (includes, but is not limited, to a review of recruitment efforts [where, how, results, etc.], how positions are advertised, hiring authorities used, selection factors, area of consideration, etc.), report findings and describe their next steps in the analysis process (to include the identification of the specific barrier(s) and development of effective barrier elimination plans).	September 30, 2012	
Echelon III and IV commands will conduct a thorough examination of promotion policies, practices and procedures (includes, but is not limited, to a review of how positions are advertised, criteria for promotion, selection factors, area of consideration, hiring authorities, etc.) to determine if there are any barriers that may be impeding the career progression of any group(s); report findings; and describe their next steps in the analysis process (to include the identification of the specific barrier(s) and development of effective barrier elimination plans).	September 30, 2012	
Echelon III and IV commands will conduct trend analyses of accessions and separations by ERI/gender/disability; report findings; and describe next steps in the analysis process (to include the identification of the specific barrier(s) and development of effective barrier elimination plans).	September 30, 2012	
<b>REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE</b>  As the goal of improving the cadre of applicant to be more diverse, it is not the intention to suggest that NAVFAC was working towards "targets" in recruitment other than IWTD. It is very clear that EEO is not about achieving a desired 'number' for certain groups. Last years The RCLF was utilized to review the progress or lack of in determining needs to improve outreach in its recruitment efforts. The workforce is beginning to understand the differences between diversity and equality of opportunity.		

Barrier analysis efforts are ongoing and incremental progress in identifying previously identified barriers to equal employment opportunity is being made. This will be reviewed and monitored closely as the new HRO service delivery system is implemented.

<b>EEOC FORM</b> <b>715-01</b> <b>PART I - 3</b>	<b>U.S. Equal Employment Opportunity Commission</b> <b>FEDERAL AGENCY ANNUAL</b> <b>EEO PROGRAM STATUS REPORT</b>	
Naval Facilities Engineering Command	FY 12	
<b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b>  Provide a brief narrative describing the condition at issue.  How was the condition recognized as a potential barrier?	NAVFAC intern programs hires lacked diverse participation. Limited movement in the hires in groups with low participation rates. NAIP: 7 persons with disabilities Females: 31% Hispanics: 3% African Americans: 6.5%  PDC: 1 Individual with a Targeted Disability	
<b>BARRIER ANALYSIS:</b>  Provide a description of the steps taken and data analyzed to determine cause of the condition.	Reviewed results from FY10 and FY11 recruiting events and use of Naval Acquisition Intern Program, Naval Acquisition Associates Program, Disabled Veterans Initiative Acquisition Intern Program and Workforce Recruitment Program.	
<b>STATEMENT OF IDENTIFIED BARRIER:</b>  Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.	Not maximizing the use of all available career development programs and hiring flexibilities.	
<b>OBJECTIVE:</b>  State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.	Senior leadership will encourage the use of the various programs and flexibilities especially the Workforce Recruitment Program and the Disabled Veteran's Naval Acquisition Intern Program	
<b>RESPONSIBLE OFFICIAL:</b>	Commanders, Commanding Officers, CPP, CDEEOO, DEEOO, NFI Leadership, PRP Managers	
<b>DATE OBJECTIVE INITIATED:</b>	January, 2011	
<b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b>	30 September 2011	

<b>EEOC FORM 715-01 PART I - 3</b>	<b>EEO Plan To Eliminate Identified Barrier</b>	
<b>PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:</b>	<b>TARGET DATE (Must be specific)</b>	
Highlight Special Hiring programs and hiring flexibilities for all Commanders and Commanding Officers, and other senior leadership.	January, 2011	
Distribute applicants for Workforce Recruitment Program (WRP) and DVI-NAIP on a monthly basis.	January 2011	
Review results of all career development programs on a quarterly basis.	March, June, September, 2011	
<b>REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE</b>  Consider Plan I-3 Closed.  With the current intern situation, consider this plan to be held in the “parking lot for more analysis as the intern programs have under gone a major change in policy and the need to focus on major items. Will re-address in the next report.		

<b>EEOC FORM 715-01 PART I - 5</b>	<b>U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT</b>	
Naval Facilities Engineering Command	FY 12	
<p><b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b></p> <p>Provide a brief narrative describing the condition at issue.</p> <p>How was the condition recognized as a potential barrier?</p>	<p>Low participation rates for females, Hispanics, African Americans and Individuals with Targeted Disabilities in senior level positions. Executive/Senior Level (GS 15 and Above)</p> <p>Hispanic Males: 3.7% Hispanic Females: 2.65% African American Males: 3.17% African American Females: 0.0% IWTDs: 1.47%</p>	
<p><b>BARRIER ANALYSIS:</b></p> <p>Provide a description of the steps taken and data analyzed to determine cause of the condition.</p>	<p>Findings are consistent with the following data sources:</p> <p>FY-11 workforce profiles. Analysis of statistical workforce data in DART. NCLF statistics.</p> <p>Reviewed MD-715 A tables data. Reviewed current leadership development programs.</p>	
<p><b>STATEMENT OF IDENTIFIED BARRIER:</b></p> <p>Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.</p>	<p>Traditionally pipelines to career development programs lacked diversity.</p>	
<p><b>OBJECTIVE:</b></p> <p>State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.</p>	<ul style="list-style-type: none"> <li>- Continue to educate managers and supervisors on the command philosophy of maintaining a diversified workplace.</li> <li>- Provide developmental programs for career growth to the upper level positions</li> <li>- Collaborate with Community Management to ensure the workforce is properly trained in order to apply for career development programs</li> </ul>	
<p><b>RESPONSIBLE OFFICIAL:</b></p>	<p>Commanders, Commanding Officers, Senior Leadership at all levels of the Command, Total Force, CDEEOO, DEEOOs, and PRP Managers.</p>	
<p><b>DATE OBJECTIVE INITIATED:</b></p>	<p>1 November 2010</p>	
<p><b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b></p>	<p>30 September 2013</p>	

<b>EEOC FORM 715-01 PART I - 5</b>	<b>EEO Plan To Eliminate Identified Barrier</b>	
<b>PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:</b>	<b>TARGET DATE (Must be specific)</b>	
Monitor workforce demographics data for upward mobility , retention, recruitment, workforce statistics	FY 12 Quarterly	
Develop and disseminate workforce demographics profiles to managers/supervisors to keep abreast of workforce statistics within their cognizant area	FY-12 Quarterly	
<p><b>REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE</b></p> <ul style="list-style-type: none"> <li>- During this period, several women have applied and were accepted in the NAVFAC MIDLANT leadership development programs. The Emerging Leader Program, NAVFAC Executive Institute (NEI1 thru 3), and Leadership Development Program are available to GS and WG employees. These programs provide the employees the tools to become more productive and qualify for positions of greater responsibilities. Out of cadre of 30 candidates, seven women graduated from the Emerging Leadership Program (ELP).</li> <li>- MIDLANT recruited for 20 employees for the MIDLANT Apprentice Program. Through this recruitment effort, three women were selected for the Blue Collar positions (Air Conditioning, Electrician, &amp; Automotive)</li> <li>- At the GS-15 level, four positions were vacated in FY -11 and two (50%) of these were filled with women.</li> </ul> <p>This planned activity Part I-5 is on-going and will continue to be addressed by further analysis at the Echelon III and IV levels as the new HRO service delivery system is implemented.</p>		

<b>EEOC FORM</b> <b>715-01</b> <b>PART I - 6</b>	<b>U.S. Equal Employment Opportunity Commission</b> <b>FEDERAL AGENCY ANNUAL</b> <b>EEO PROGRAM STATUS REPORT</b>	
Naval Facilities Engineering Command		FY 10
<b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b>  Provide a brief narrative describing the condition at issue.  How was the condition recognized as a potential barrier?		Low participation overseas by some diversity groups, especially IWTD. EURAFSWA:0.49% FE: 0.0% Guam: 0.21%
<b>BARRIER ANALYSIS:</b>  Provide a description of the steps taken and data analyzed to determine cause of the condition.		Review of Workforce tables for Overseas Commands
<b>STATEMENT OF IDENTIFIED BARRIER:</b>  Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.		Condition: Required DOD overseas screening practices prevent personnel with certain disabilities from being eligible to deploy to some overseas locations. Individual commands cannot make reasonable accommodation if the overseas facilities are not accessible. This makes mirroring CLF at overseas locations difficult to maintain. All locations do not have extensive medical care available.
<b>OBJECTIVE:</b>  State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.		Promote vacancies stateside and recruit utilizing websites that offer a diversity of candidates. On a recurring basis, remind hiring officials of the hiring incentives available as well as career benefits of working overseas.
<b>RESPONSIBLE OFFICIAL:</b>		Commanders, Commanding Officers
<b>DATE OBJECTIVE INITIATED:</b>		November, 2010
<b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b>		30 September 2011



<b>EEOC FORM 715-01 PART I - 6</b>	<b>EEO Plan To Eliminate Identified Barrier</b>	
<b>PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:</b>	<b>TARGET DATE (Must be specific)</b>	
On a monthly basis distribute all overseas vacancies to stateside contacts	November, 2010	
Use recruiting initiatives that promote vacancies at websites that provide a diverse applicant pool.	January, 2011	
Review results	March, 2011 and ongoing	
<b>REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE</b>  Consider Plan I-6 Closed. This planned activity isn't an area of concern for NAVFAC at this time.		

<b>EEOC FORM 715-01 PART I -1</b>	<b>U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT</b>	
Naval Facilities Engineering Command	FY 13	
<b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b>	<p>The disparity between Hispanic men and women, African American, and females in NAVFAC civilian workforce and the civilian labor force (CLF) is significant.</p> <p>Females: 24.96% (CLF: 46.80%)          African American Females: 3.61% (CLF: 5.70%)          Hispanic Males: 3.94% (CLF: 6.20%)          Hispanic Females: 1.78% (CLF: 4.5%)</p>	
<b>BARRIER ANALYSIS:</b>  Provide a description of the steps taken and data analyzed to determine cause of the condition.	<p>Reviewed workforce statistics          Reviewed recruitment statistics          Reviewed complaint statistics</p> <p>Over the last several years, NAVFAC has reported a consistent trend of a low participation rate of Hispanic males and females in their appropriated fund workforce. This same trigger is consistent at the DON level. A review of FY 2011 Table A6 indicates a low participation rate of Hispanic males in all of our major occupations. Based on a review of Table A4, some commands also reported a trigger for a potential barrier with respect to the career progression of Hispanic males and females.</p>	
<b>STATEMENT OF IDENTIFIED BARRIER:</b>  Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.	<p>Most commands have conducted some data analysis yet they still experience difficulty in determining their next steps in the barrier analysis process. Our FY 2012 planned activities will continue our focus on more in-depth barrier analysis efforts at the echelon III and IV levels. We expect that these planned activities will result in the identification of any/all specific barriers in agency policies, practices and procedures and the development of effective barrier elimination plans.</p>	
<b>OBJECTIVE:</b>  State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.	<p>Provide commands with a framework for conducting a more in-depth investigation to uncover the underlying cause(s) of triggers to pinpoint specific barriers in policies, practices or procedures that may be impeding the participation of Hispanic males and females in the NAVFAC workforce.</p>	
<b>RESPONSIBLE OFFICIAL:</b>	Commanders, Commanding Officers, CDEEOO, DEOOs, PRP Managers, hiring officials, supervisors and managers, senior level managers involved in barrier analysis efforts.	

<b>DATE OBJECTIVE INITIATED:</b>	1 February, 2012
<b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b>	30 September 2013

<b>EEOC FORM 715-01 PART I - 1</b>	<b>EEO Plan To Eliminate Identified Barrier</b>	
<b>PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:</b>	<b>TARGET DATE (Must be specific)</b>	
Echelon III and IV commands will conduct and report the results of their analysis of the occupational group data that comprises the majority of their workforce against the RCLF of Hispanics in these same groups. Responsible Official: CDEEOOs, DEEOOs, HROs, supervisors and managers, senior level managers involved in barrier analysis efforts	July 31, 2013	
Echelon III and IV commands will conduct and report the results of their analysis of major occupation data where there is a low participation of Hispanic male and females. Responsible Official: DEEOOs, PRP Managers, HROs, supervisors and managers, senior level managers involved in barrier analysis efforts	July 31, 2013	
Echelon III and IV commands will conduct a thorough review of their recruitment and hiring practices, policies and procedures (includes, but is not limited, to a review of recruitment efforts [where, how, results, etc.], how positions are advertised, hiring authorities used, selection factors, area of consideration, etc.), report findings and describe their next steps in the analysis process (to include the identification of the specific barrier(s) and development of effective barrier elimination plans).	September 30, 2013	
Echelon III and IV commands will conduct a thorough examination of promotion policies, practices and procedures (includes, but is not limited, to a review of how positions are advertised, criteria for promotion, selection factors, area of consideration, hiring authorities, etc.) to determine if there are any barriers that may be impeding the career progression of any group(s; report findings; and describe their next steps in the analysis process (to include the identification of the specific barrier(s) and development of effective barrier elimination plans).	September 30, 2013	
Echelon III and IV commands will conduct trend analyses of accessions and separations by ERI/gender/disability; report findings; and describe next steps in the analysis process (to include the identification of the specific barrier(s) and development of effective barrier elimination plans).	September 30, 2013	
<b>REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE</b>		

<b>EEOC FORM 715-01 PART I -2</b>	<p align="center"><b>U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT</b></p>	
Naval Facilities Engineering Command	FY 13	
<b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b>	Low rates for Females, Hispanics, African Americans and IWTD in senior level positions, Executive/Senior Level (GS-15 and Above). Females: 30.48% African American Females: 1.07% Hispanic Males: 4.28% Hispanic Females: 2.67%	
<b>BARRIER ANALYSIS:</b>  Provide a description of the steps taken and data analyzed to determine cause of the condition.	Findings are consistent with the following data sources: FY-12 work force profiles, analysis of statistical data in DART, NCLF statistics, reviewed MD_715 A tables and current leadership programs.	
<b>STATEMENT OF IDENTIFIED BARRIER:</b>  Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.	Traditionally pipelines to career development programs lacked diversity.	
<b>OBJECTIVE:</b>  State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.	Continue to educate managers and supervisors on the command philosophy of maintaining a diversified work force, provide developmental programs for career growth to the upper level positions, collaborate with Community Management to ensure the work force is properly trained in order to apply for career developmental programs.	
<b>RESPONSIBLE OFFICIAL:</b>	Commanders, Commanding Officers, Senior Leadership at all levels of the Command, Total Force, CDEEOO, DEOOs, PRP Managers.	
<b>DATE OBJECTIVE INITIATED:</b>	1 November, 2010	
<b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b>	September 30, 2013	

<b>EEOC FORM 715-01 PART I - 2</b>	<b>EEO Plan To Eliminate Identified Barrier</b>	
<b>PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:</b>	<b>TARGET DATE (Must be specific)</b>	
Monitor and analyze work force demographics for upward mobility, retention, and recruitment.	October 30, 2013 January 30, 2013 May 30, 2013 September 30, 2013	
Develop and disseminate workforce demographic profiles to managers/supervisors to be cognizant of statistics within their areas.	October 30, 2013 January 30, 2013 May 30, 2013 September 30, 2013	
<b>REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE</b>		

<b>EEOC FORM 715-01 PART I -3</b>	<b>U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT</b>	
Naval Facilities Engineering Command		FY 13
<b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b>  Provide a brief narrative describing the condition at issue.  How was the condition recognized as a potential barrier?		Individuals with Targeted Disabilities (IWTD) participation rate is below the DON goal of 2%. Their representation in the workforce is 0.68%.
<b>BARRIER ANALYSIS:</b>  Provide a description of the steps taken and data analyzed to determine cause of the condition.		Findings are consistent with the following data sources: FY 12 workforce analysis, NCLF statistics, analysis of statistical work force data in DART and review of MD- 715 B tables.
<b>STATEMENT OF IDENTIFIED BARRIER:</b>  Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.		Low number of accessions of IWTD due to NAVFAC First recruitment policy, attitudinal barriers, lack of numeric hiring goals, under utilization of Standard Form(SF) 256 and absence of a separate budget to fund RA requests that are not provided by other sources.
<b>OBJECTIVE:</b>  State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.		Increase usage of other hiring authorities or revise current NAVFAC First recruitment policy, increase training initiatives to decrease attitudinal barriers, establish a separate budget for RA requests, re-survey the workforce and establish numeric hiring goals for individuals with disabilities and IWTD.
<b>RESPONSIBLE OFFICIAL:</b>		Commanders, Commanding Officers, Senior Leadership, Total Force, CDEEOO, DEEOOS and PRP Managers.
<b>DATE OBJECTIVE INITIATED:</b>		1 October, 2012
<b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b>		30 September 2013

<b>EEOC FORM</b> <b>715-01</b> <b>PART I - 3</b>	<b>EEO Plan To Eliminate Identified Barrier</b>	
<b>PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:</b>	<b>TARGET DATE</b> <b>(Must be specific)</b>	
Increase training initiatives to decrease attitudinal barriers and deploy to the workforce, resurvey the workforce requesting voluntary self-identification of a disability utilizing Standard Form (SF) 256.	March 30, 2013	
Establish a separate budget for funding RA requests that are not provided by other sources and disseminate information to the workforce and establish a process for identifying improvements and changes and update NAVFAC BMS RA process to reflect change.	June 30, 2013 September 30, 2013	
Solicit input from major commands on how to set realistic numeric hiring goals for individuals with disabilities and IWTD.	September 30, 2013	
<b>REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE</b>		





# **EEO Program Status Report**

**FY 2012**

**Part J**

**DEPARTMENT OF THE NAVY**

**SPECIAL PROGRAM PLAN FOR THE RECRUITMENT, PLACEMENT AND  
ADVANCEMENT OF INDIVIDUALS WITH TARGETED DISABILITIES**

**CERTIFICATION of ESTABLISHMENT and MAINTENANCE of a CONTINUING  
SPECIAL PROGRAM and PLAN FOR THE RECRUITMENT, PLACEMENT AND  
ADVANCEMENT OF INDIVIDUALS WITH TARGETED DISABILITIES**

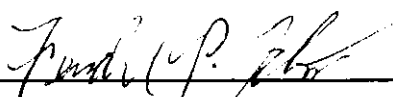
I, Ferdinand LeCompte, am the Command Deputy EEO Officer for Naval Facilities Engineering Command in Washington, DC.

The Naval Facilities Engineering Command has a Special Program and plan for the recruitment, placement and advancement of Individuals with Targeted Disabilities, to include identified strategies and activities, in place.

The Naval Facilities Engineering Command has conducted an annual self-assessment of its Section 501 programs against the essential elements of a model Special Program as outlined in DON PART J-1 and EEO Management Directive (MD) 715. If our program and/or plan was not fully compliant with an essential element(s), a DON PART J-2 EEO plan(s) for Attaining the Essential Elements of a model Special program, is included in the command's/activity's Annual EEO Program Status Report.

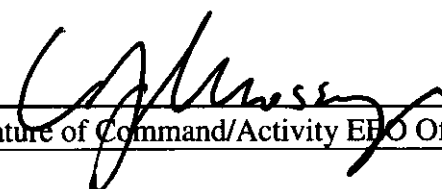
The Naval Facilities Engineering Command has analyzed its workforce profiles for individuals with targeted disabilities, DON PART J-3, and barrier analyses efforts aimed at detecting whether any management or personnel policy, practice or procedure is operating to disadvantage individuals with targeted disabilities are on-going. DON PART J-5 EEO plan/s to eliminate identified barriers, if needed, is/are included with the command's/activity's Annual EEO Program Status Report.

I certify that proper documentation of this assessment is in place and is being maintained for DON and/or EEOC review upon request.

  
\_\_\_\_\_  
Signature of Command Deputy EEO Officer/Deputy EEO Officer  
Certifies that this Annual EEO Program Status Report is in compliance with DON guidance/EEO MD-715.

5 OCT 12

Date

  
\_\_\_\_\_  
Signature of Command/Activity EEO Officer

17 OCT 12

Date

**DEPARTMENT OF THE NAVY**  
**REPORT OF ACCOMPLISHMENTS ON SPECIAL PROGRAM PLAN FOR THE**  
**RECRUITMENT, PLACEMENT AND ADVANCEMENT OF INDIVIDUALS WITH**  
**TARGETED DISABILITIES**

**PART J**

**COMMAND/ACTIVITY: Naval Facilities Engineering Command**

**FY-2012**

**EXECUTIVE SUMMARY**

The Naval Facilities Engineering Command (NAVFAC) is committed to expansion of opportunities for Individuals With Targeted Disabilities (IWTd). In FY 11, the workforce included 16,713 employees of whom 1,014 identified a disability and 111 identified a targeted disability. In FY 12, the workforce included 16,276 employees of whom 1,012 identified a disability and 110 identified a targeted disability. IWTd represented 0.66% of the workforce in FY 11 as compared to 0.68% in FY 12, an increase in the differential rate of 0.90%. Overall, the number of employees who had targeted disabilities decreased from 111 in FY 11 as compared to 110 in FY 12. It is the goal of the Department of the Navy (DON) to achieve a workforce representation of 2% of individuals with targeted disabilities. NFELC had the highest participation rate for IWTd (1.27%) followed by NAVFAC WASH at 0.95%. NAVFAC PAC, NAVFAC FE, NCC and NFI had 0% representation of IWTd. IWTd were represented in all occupational categories except First-Level Officials and Managers (Grades 12 and Below) and Service Workers. IWTd were represented in all GS grades and Senior Executive Service except GS-1-GS-3, GS-8 and GS-10. Of those identified as IWTd there were seven (2.18%) voluntary separations and one (0.84%) in-voluntary separation as compared to FY 11 when there was one voluntary (0.31%) and two (1.68%) in-voluntary separations.

During FY 12 there were three (0.44%) IWTd hired as compared to FY 11 when (0%) IWTd were hired.

NAVFAC HQ established an Equal Employment Opportunity Advisory Committee (HQEEOAC) with a written charter to involve Senior Executive Service (SES) champions, supervisors, managers and stakeholders in the barrier analysis of the annual Management Directive 715 (MD-715) Report. NAVFAC HQEEOAC operates under the leadership of the Executive Director and the guidance of NAVFAC Command Deputy Equal Employment Opportunity Officer for the Commander, Naval Facilities Engineering Command. The HQEEOAC is responsible for promoting EEO and diversity in the workplace and for developing strategies and recommendations for management of equality and diversity across the HQ Command. The HQEEOAC identifies barriers and develops strategies and initiatives to remove barriers that impede diversity in the workforce. The goal of the team is to create a barrier-free work environment that enables qualified applicants and employees the freedom to compete and grow to the fullest extent.

NAVFAC recruited and appointed Special Emphasis Disability Program Managers as a collateral duty assignment. Two were appointed for this collateral duty assignment. In addition, a Senior Executive Service (SES) Champion, the Executive Director for NAVFAC was appointed for the Special Emphasis Disability Employment Program. The major objective is to increase the employment of IWTD. These senior leaders meet monthly and are responsible for analysis of barriers and for identifying possible systemic forms of discrimination and barriers to equal opportunity that may impede the participation of IWTD in the NAVFAC workforce.

NAVFAC provided a comprehensive block of training to managers and supervisors enterprise wide which addressed reasonable accommodation processes and procedures, special hiring authorities, the MD-715 and the six essential elements of a Model EEO Program, the workforce recruitment program (WRP) and the DON goal to achieve a workforce participation rate of 2% of individuals with targeted disabilities.

During FY 12 NAVFAC developed a comprehensive reasonable accommodation (RA) process utilizing NAVFAC's "Business Management System" (NAVFAC BMS) which is the commands' source for consistent business processes, practices and resources. It provides a medium for sharing best practices and serves as a foundation for improving performances across NAVFAC. In addition to consistent business processes, it provides "one-stop" access for pertinent resources such as regulations, templates, forms, and links to other NAVFAC tools. NAVFAC BMS promotes efficiency and effectiveness by capturing best practices and making them accessible NAVFAC-wide. The RA process also established a RA team comprised of first level supervisors, HR specialists, RA specialists, Office of Counsel and other staff as deemed appropriate. This RA process was posted on the NAVFAC portal and was also made available to the workforce through a variety of other venues.

The Special Emphasis Disability Program Managers conducted a detailed and thorough barrier analysis of IWTD representation in the NAVFAC workforce and briefed their findings and recommendations to other SEPM's, EEO staff and senior leaders in the enterprise and they were responsible for the submission of parts of the information contained in Part J of this FY 12 MD-715 Report. The SEPMs also identified initiatives to increase the participation and retention rates of Wounded Warriors in the NAVFAC workforce.

Throughout the enterprise, the participation rates of IWTD is below the DON goal of 2%. As a result of reductions in funding and restructuring initiatives NAVFAC has a recruitment policy (NAVFAC First) that mandates that all positions must first be announced to only current NAVFAC employees prior to considering external sources of candidates. Some FEC's have experienced 0% accessions of IWTD during the fiscal year as a result of this internal recruitment process and the limited availability of IWTD in the current NAVFAC workforce.

Planned activities for FY13 include the following; building on the MD-715 Report barrier analysis by supervisors and managers throughout the enterprise (HQ/echelon III/IV), overseeing the stand-up of the NAVFAC HRO DEEOO including ensuring that staffing vacancies are filled and ensuring that EEO Specialists are properly trained, maintaining EEO Supervisors Training by DCO, ensuring complaint processing timelines are met, and increasing the awareness of low participation rates of Hispanics, Women and People with Targeted Disabilities to achieve a

Model EEO Program which embraces diversity and inclusion.

DEPARTMENT OF THE NAVY			
ANNUAL ASSESSMENT OF THE COMMAND'S/ACTIVITY'S INDIVIDUALS WITH TARGETED DISABILITIES PROGRAM (IWTD)			
PART J-1			
COMMAND/ACTIVITY: Naval Facilities Engineering Command			FY- 2012
1. Demonstrated Commitment from Command/Activity Leadership			Measurement Met
			Yes
Each question marked with a no response requires completion of a Form PART J-2.			
a.	Have you communicated your commitment to create/further employment opportunities for IWTD within your command and subordinate activities?		X
b.	Are new supervisors briefed on your command's/activity's IWTD Program and Plan upon promotion into the supervisory ranks?		X
c.	Is information on the command/activity IWTD Program and Plan communicated and made available to all employees?		X
d.	Are managers and supervisors evaluated on their commitment to your command's/activity's IWTD policies, program and plan to include:		
		The recruitment, placement and advancement of individuals with targeted disabilities?	X
		Ensuring that the Reasonable Accommodation POC is involved in all requests for disability accommodation?	X
		Reasonable accommodation requests are processed in accordance with applicable law, rule and DON instructions.	X
2. Integration of EEO into the Command's/Activity's Strategic Mission			
a.	Are the duties and responsibilities of your IWTD Program Manager (at the command and activity levels) clearly defined?		X
b.	Does the IWTD Program Manager have the knowledge, skills, and abilities to carry out the duties and responsibilities of your program?		X
c.	Are you and other senior management officials regularly briefed on the status of your organization's IWTD Program and Plan?		X
d.	Do you and/or senior management officials consider the possible impact on your IWTD workforce prior to the implementation of a newly established employment process, procedure or policy?		X
e.	Are management/personnel policies, procedures and practices, e.g., recruitment, hiring, promotion, training, discipline, retention, examined on a regular schedule to assess if there are any barriers to equality of opportunity for IWTD?		X

f.	Are sufficient personnel resources allocated to the IWTD program to ensure that your command and subordinate activities annually conduct the self-assessments and self-analyses required by EEO MD-715 and the DON?		X	
g.	Are accessibility studies of your command/activity facilities conducted on a regular cycle?		X	
		Are identified accessibility issues brought to the attention of the facility's point of contact to ensure the timely implementation of corrective action?	X	
		Are major building accessibility issues brought to the attention of the appropriate point of contact to ensure the timely implementation of corrective action?	X	
h.	Does your command/activity have a sufficient budget to ensure that approved reasonable accommodation requests are fully implemented?		X	
<b>3. Management and Program Accountability</b>				
a.	Are you and your subordinate management/supervisory officials provided regular (monthly/quarterly/semi-annually) EEO updates by EEO program officials to include the status of your command's/activity's IWTD program, plan, issues and initiatives?		X	
b.	Are appropriate managers at your command/subordinate activities included as collaborative partners in the on-going development and implementation of PARTs J-2 and J-5 EEO Plans?		X	
c.	Are the reviews of your command/activity recruitment, hiring and placement, promotion, award, training, discipline programs performed at regular intervals to determine if there are any systemic barriers that may impede the full participation of IWTD?		X	
d.	Have all your employees, supervisors and managers been informed of the penalties for findings of discrimination resulting from discriminatory behavior or personnel actions (to include decisions regarding reasonable accommodation requests) based upon an individual's disability status?		X	
e.	Has your command/activity, when appropriate, disciplined managers/supervisors or employees found to have discriminated on the basis of disability over the past two years?		X	
		If yes, cite the number of discriminatory findings and describe the corrective/disciplinary action for each violation.		
f.	Does your command/activity promptly (within the established time frame) comply with third party decision/orders on disability based claims?		X	
g.	After a review of your command's/activity's disability accommodation decisions/actions to ensure compliance with written procedures and an analysis of information tracked for trends, problems, etc., is corrective action, if appropriate, promptly		X	

	initiated and implemented?		
<b>4. Proactive Prevention</b>			
a.	Do senior managers meet with and assist the EEO Officer and/or other EEO Program officials in the identification of barriers that may be impeding the realization of equality of opportunity for IWTD?	X	
b.	When barriers are identified for IWTD, do senior managers develop and implement, with the assistance of the servicing EEO office, PART J-5 EEO Plans to eliminate identified barriers?	X	
c.	Do senior managers successfully implement PARTs J-2 and J-5 EEO Plans and incorporate Plan Objectives into command/activity strategic plans?	X	
d.	Are the results of trend analysis of workforce profiles, by disability, tracked, monitored and a more in-depth analysis accomplished when triggers for potential barriers are identified?	X	
e.	Are the results of trend analyses of the workforce's major occupations, by disability, tracked, monitored and a more in depth analysis accomplished when triggers for potential barriers are identified?	X	
f.	Are the results of trend analyses of the workforce's grade level distribution, by disability, tracked, monitored and a more in depth analysis accomplished when triggers for potential barriers are identified?	X	
g.	Are the results of trend analyses of the workforce's compensation and award distribution, by disability, tracked, monitored and a more in depth analysis accomplished when triggers for potential barriers are identified?	X	
h.	Are all employees encouraged to use ADR during the reasonable accommodation process, as needed?	X	
<b>5. Efficiency</b>			
a.	Does your servicing EEO Office employ personnel with adequate training and experience to conduct the disability analyses required by MD-715 and DON instructions?	X	
b.	Has your command/activity implemented an adequate data collection and analysis systems that permit tracking of the disability information required by MD-715 and DON instructions?	X	
c.	Has the designated Reasonable Accommodation point of contact been provided adequate training and has the experience to assist in processing reasonable accommodation requests in accordance with DON instructions?	X	



d.	Does your command/activity have an adequate process/system for tracking/monitoring the timely processing of reasonable accommodation requests?	X	
e.	Does your command/activity conduct an appropriate analysis of disability complaints and implement recommendations for corrective action, if needed?	X	
f.	Are complaints of discrimination raising the basis of disability processed within the guidelines and timeframes identified in the DON Discrimination Complaints Manual?	X	
<b>6. Responsiveness and Legal Compliance</b>			
a.	Does your command/activity submit timely and complete responses to the DON with respect to reporting requirements, data calls, request for information, etc., regarding the IWTD Program and Plan?	X	
b.	Is your command's/activity's IWTD Program and Plan established and maintained in accordance with law, EEOC and DON guidance/instructions?	X	

<p align="center"><b>DEPARTMENT OF THE NAVY</b></p> <p align="center"><b>EEO PLAN TO ATTAIN THE ESSENTIAL ELEMENTS OF AN INDIVIDUALS WITH TARGETED DISABILITIES PROGRAM</b></p> <p align="center"><b>PART J-2 ITEM 1</b></p>		
<b>COMMAND/ACTIVITY: Naval Facilities Engineering Command</b>		<b>FY-2012</b>
<b>STATEMENT OF IWD PROGRAM DEFICIENCY:</b>	The Command Deputy EEO Officer and some DEEOOs/PRP Managers have not met regularly with command senior management officials to brief on targeted disability barriers.	
<b>OBJECTIVE:</b>	Set up a regular schedule to brief Command Leadership on IWD	
<b>RESPONSIBLE OFFICIAL(S):</b>	Commanders, Commanding Officers, Command Deputy EEO Officer, Deputy EEO Officers, & PRP Managers	
<b>DATE OBJECTIVE INITIATED:</b>	10/1/2011	
<b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b>	9/30/2012	
<b>PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:</b>		<b>TARGET DATE (MUST BE SPECIFIC)</b>
Brief senior management of requirements		1/31/2012
Schedule and continue/or start conduct briefings		3/31/2012
Per the President's new E.O. and new DON policy, commands will establish a SES or Senior leader Champion to increase the hiring of individuals with disabilities.		6/30/2012
<b>REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE:</b>		
This planned activity is completed. Senior leaders were consistently briefed in FY 12 and SES Champions were appointed for the IWD SEP.		

DEPARTMENT OF THE NAVY		
EEO PLAN TO ATTAIN THE ESSENTIAL ELEMENTS OF AN INDIVIDUALS WITH TARGETED DISABILITIES PROGRAM		
PART J-2 ITEM 2		
COMMAND/ACTIVITY: Naval Facilities Engineering Command		FY- 2012
STATEMENT OF IWTD PROGRAM DEFICIENCY:	Senior Leadership is not regularly briefed on NAVFAC's progress in hiring and advancement of people with targeted disabilities.	
OBJECTIVE:	Senior leadership will be updated quarterly on NAVFAC's progress in hiring and advancement of IWTD	
RESPONSIBLE OFFICIAL(S):	Commanders, Commanding Officers, Command Deputy EEO Officer, Deputy EEO Officers, and PRP Managers	
DATE OBJECTIVE INITIATED:	1/1/2011	
TARGET DATE FOR COMPLETION OF OBJECTIVE:	9/30/2011	
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:		TARGET DATE (MUST BE SPECIFIC)
Establish format and informational requirements for quarterly briefings to include EEO objectives and progress.		1/1/2012
Commence briefing 2 <sup>ND</sup> quarter FY 11		3/1/2012
Per the President's new E.O. and new DON policy, commands will establish a SES or Senior leader Champion to increase the hiring of individuals with disabilities.		1/30/ 2012
This planned activity is completed. Senior leadership was consistently briefed in FY 12 and a SES Champion was appointed for the IWD SEP Program.		

DEPARTMENT OF THE NAVY	
EEO PLAN TO ATTAIN THE ESSENTIAL ELEMENTS OF AN INDIVIDUALS WITH TARGETED DISABILITIES PROGRAM	
PART J-2 ITEM 3	
COMMAND/ACTIVITY: Naval Facilities Engineering Command	
FY- 2012	
STATEMENT OF IWTD PROGRAM DEFICIENCY:	Supervisors and Managers are not consistently involved with barrier analysis.
OBJECTIVE:	Deputy EEO Officers will share FY11 NAVFAC Barrier Analysis with Business Line, Support Line, and Operational leaders for distribution to lower level managers at HQ and at each ECH III, ECH IV, PWD, and ROICC. All NAVFAC managers will be invited to provide comment and additional ideas. Deploy Introduction to Barrier Analysis training course when received.
RESPONSIBLE OFFICIAL(S):	Commanders, Commanding Officers, SES, other Senior Leadership and Deputy EEO Officers, PRP Managers
DATE OBJECTIVE INITIATED:	1/1/2011
TARGET DATE FOR COMPLETION OF OBJECTIVE:	9/30/2012
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (MUST BE SPECIFIC)
January 2011: Review triggers and barriers based on workforce data.	1/1/2011
April, 2011: DEEOO/PRP Manager solicits input from lower level managers.	4/1/2011
March 2011: Commands submit plans to involve managers and supervisors in barrier analysis efforts, CDEEOOs/DEEOOs,	
July, 2011: Plan and schedule barrier analysis training at the activity level, CDEEOOs.	3/30/2011, 7/1/2011
Deploy eVersity for data/trend analysis when available from Navy. Share barrier analysis results.	9/15/2012
Each quarter report progress during briefs with commanders/commanding officers.	Each quarter commencing January 2012
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE:	
Partially completed - SEPMs conducted significant barrier analysis and briefed senior leadership. There is still a requirement for the deployment of eVersity data/trend analysis when it becomes available and scheduling of more barrier analysis training which is addressed in Part J-2 ITEM 4.	

DEPARTMENT OF THE NAVY		
EEO PLAN TO ATTAIN THE ESSENTIAL ELEMENTS OF AN INDIVIDUALS WITH TARGETED DISABILITIES PROGRAM		
PART J-2 ITEM 4		
COMMAND/ACTIVITY: Naval Facilities Engineering Command		FY-2013
STATEMENT OF IWTB PROGRAM DEFICIENCY:	NAVFAC does not have a separate budget to fund requests for reasonable accommodations (RA) that are not provide by the Computer/Electronic Accommodations Program (CAP).	
OBJECTIVE:	Establish a separate budget for funding (RA) requests and deploy.	
RESPONSIBLE OFFICIAL(S):	Commanders, Commanding Officers, Command Deputy EEO Officer, Deputy EEO Officers, and PRP Managers, TF Director and Business Directorate	
DATE OBJECTIVE INITIATED:	10/1/2012	
TARGET DATE FOR COMPLETION OF OBJECTIVE:	9/30/2013	
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:		TARGET DATE (MUST BE SPECIFIC)
Identify budget requirements with TF Director and Business Directorate.		3/31/2013
Establish a budget for funding RA requests and update NAVFAC BMS RA process to reflect change.		6/30/2013
Disseminate information to the work force regarding the RA budget and establish a process for identifying improvements and process changes and deploy eVersity for data/trend analysis when it becomes available in FY 13.		9/30/2013
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE:		

DEPARTMENT OF THE NAVY		
EEO PLAN TO ATTAIN THE ESSENTIAL ELEMENTS OF AN INDIVIDUALS WITH TARGETED DISABILITIES PROGRAM		
PART J-2 ITEM 5		
COMMAND/ACTIVITY: Naval Facilities Engineering Command		FY-2013
STATEMENT OF IWTD PROGRAM DEFICIENCY:	Lack of commitment to create/further employment opportunities for IWTDs within NAVFAC.	
OBJECTIVE:	Increase participation rates of IWTDs (2%) in the workforce.	
RESPONSIBLE OFFICIAL(S):	Commanders, Commanding Officers, SES, other senior leadership, Deputy EEO Officers and PRP Managers	
DATE OBJECTIVE INITIATED:	10/1/2012	
TARGET DATE FOR COMPLETION OF OBJECTIVE:	9/30/2015	
Increase training initiatives to decrease attitudinal barriers and to dispel myths regarding the employment and retention of IWTD and deploy to the work force.		3/30/2013
Conduct an analysis of current "NAVFAC First" internal recruitment process.		6/30/2013
Resurvey the work force requesting voluntary self-identification of a disability using Standard Form (SF) 256		9/30/2013
Solicit input from major commands on how to set realistic numeric hiring goals for individuals with disabilities and IWTD and establish and deploy an action plan.		9/30/2015
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE:		

<b>DEPARTMENT OF THE NAVY</b>																																													
<b>WORKFORCE ANALYSIS OF INDIVIDUALS WITH TARGETED DISABILITIES</b>																																													
<b>PART J-3</b>																																													
<b>COMMAND/ACTIVITY: Naval Facilities Engineering Command</b>	<b>FY-2012</b>																																												
<p><b><u>Section 1:</u></b> Provide a brief narrative summary of the analysis of the command's/activity's IWTD overall workforce as compared to the previous year, e.g., did the IWTD overall workforce numbers increase or decrease from the previous year.</p>																																													
<p>In FY 11, NAVFAC IWTDs had a participation rate of 111 or 0.66% of the work force. In FY 12, IWTDs was 110 or 0.68% of the work force, an increase in the differential rate of 0.09% as compared to FY 11.</p>																																													
<p><b><u>Section 2:</u></b> Provide a brief narrative summary of the analysis of the command's/activity's IWTD workforce by occupations groups, e.g., what is the participation rate of IWTD in the different occupational groups in comparison to their representation in the overall workforce.</p>																																													
<p>IWTDs represent 110 (0.68%) of the work force. The Officials &amp; Managers are at 25 (0.46%), Professionals at 20 or (0.52%), Technicians at 9 (0.65%), Office Administrative 19 (2.34%), Craft Workers 29 (0.71%), Operative 7 (1.21%) and Laborers &amp; Helpers 1 (1.16%). While some of the above occupations (Operatives, Laborers and Helpers and Office Administrators) have higher participation rates, the other occupational groups show lower participation rates indicating a need to continue targeting potential applicants with disabilities and IWTDs.</p>																																													
<p><b><u>Section 3:</u></b> Provide a brief narrative summary of the analysis of the command's/activity's IWTD workforce by grade levels, i.e., NSPS, GS, WG, Demo, e.g., what is the participation rate of IWTD in the different grade groups in comparison to their representation in the overall workforce.</p>																																													
<p>IWTD make up the following:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 30%;">SES</td> <td style="width: 20%;">1 (12.5%)</td> <td style="width: 30%;"></td> <td style="width: 20%;"></td> </tr> <tr> <td>GS-15</td> <td>1 (0.5%)</td> <td>WG-12</td> <td>1 (1.2%)</td> </tr> <tr> <td>GS-14</td> <td>1 (0.2%)</td> <td>WG-11</td> <td>1 (0.2%)</td> </tr> <tr> <td>GS-13</td> <td>6 (0.3%)</td> <td>WG-10</td> <td>18 (0.7%)</td> </tr> <tr> <td>GS-12</td> <td>21 (0.5%)</td> <td>WG-9</td> <td>8 (1.3%)</td> </tr> <tr> <td>GS-11</td> <td>10 (0.6%)</td> <td>WG-8</td> <td>1 (0.1%)</td> </tr> <tr> <td>GS-9</td> <td>10 (1.2%)</td> <td>WG-7</td> <td>2 (0.8%)</td> </tr> <tr> <td>GS-7</td> <td>4 (0.8%)</td> <td>WG-6</td> <td>3 (2.7%)</td> </tr> <tr> <td>GS-6</td> <td>5 (3.6%)</td> <td>WG-5</td> <td>5 (2.8%)</td> </tr> <tr> <td>GS-5</td> <td>6 (4.0%)</td> <td>WG-3</td> <td>1 (1.8%)</td> </tr> <tr> <td>GS-4</td> <td>5 (4.6%)</td> <td></td> <td></td> </tr> </table>		SES	1 (12.5%)			GS-15	1 (0.5%)	WG-12	1 (1.2%)	GS-14	1 (0.2%)	WG-11	1 (0.2%)	GS-13	6 (0.3%)	WG-10	18 (0.7%)	GS-12	21 (0.5%)	WG-9	8 (1.3%)	GS-11	10 (0.6%)	WG-8	1 (0.1%)	GS-9	10 (1.2%)	WG-7	2 (0.8%)	GS-7	4 (0.8%)	WG-6	3 (2.7%)	GS-6	5 (3.6%)	WG-5	5 (2.8%)	GS-5	6 (4.0%)	WG-3	1 (1.8%)	GS-4	5 (4.6%)		
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While overall participation rates have increased there is a need for continued recruitment and retention of individuals with disabilities and IWTDS at all levels.

**Section 4:** Provide a brief narrative summary of the analysis of the command's/activity's IWTDS workforce by major occupations, e.g., what is the participation rate of IWTDS in the major occupations.

Program Analyst (343)	4 (0.8%)
General Engineer (808)	2 (0.3%)
Engineering Technician (802)	5 (0.4%)
Environmental Engineer (819)	1 (0.2%)
Mechanical Engineer (830)	4 (0.9%)
Contract Surveillance (1101)	2 (0.4%)
Contract Specialist (1102)	4 (0.4%)
IT Specialist (2210)	5 (1.3%)
Electrician (2805)	2 (0.5%)
Pipefitter (4204)	2 (0.6%)
Maintenance Worker (4749)	5 (1.2%)
AC Mechanic	2 (0.6%)

A review of the participation of IWTDS in NAVFAC's major occupations reveals low participation rates in all categories. The figures depicted highlight the need for NAVFAC to continue aggressive pursuit of IWTDS in all categories of hiring. Targeting all disabled, especially IWTDS, for hire into the NAVFAC intern Program, the NCIP, and Command apprenticeship programs will increase entry level employees in these professional and skilled trade fields.

**Section 5:** Provide a brief narrative summary of the analysis of the command's/activity's applicant flow data for major occupations specific to IWTDS, e.g., is the applicant pool sufficiently diverse to include IWTDS.

Currently, the Navy-wide system does not provide applicant data by major occupations. Navy is developing a system to track this type of information but no target date for deployment has been provided. All Command analysis must be gathered and tracked manually. The Command is implementing a Corporate Recruiting Resume Tool that will assist in gathering data for all minority categories including applicants with disabilities.

**Section 6:** Provide a brief narrative summary of the analysis of the command's/activity's IWTDS accessions, e.g., number of accessions, numbers of accessions by series/occupational groups, compare accession rate to separation rate, use of Schedule A appointments.

Accessions indicate 3 (0.44%) IWTDS were hired in FY 12. There were 7 (2.18%) voluntary separations and one in-voluntary separation in FY 12.



**Section 7:** Provide a brief narrative summary of the analysis of the command's/activity's IWTD selection rate for merit promotions for major occupations e.g., number of IWTD selections, is there a sufficient number of IWTD applying for these positions.

Currently, the Navy-wide system does not provide disability selection data by major occupations. Navy is developing a system to track this type of information but no date is available when it will be deployed. At this time, it is not possible to determine which, if any applicants on a certificate are disabled.

**Section 8:** Provide a brief narrative summary of the analysis of the participation rate of IWTD for the command's/activity's career development/training programs, e.g., identify different career development programs, IWTD application/participation rates.

The Command uses the intern hiring authority in conjunction with the Professional Development Program (PDC), Financial Management Intern Program, and National Acquisition Intern Program as their main career development programs. Employees do not always self-identify their disability, making accurate reporting of employees with disabilities and IWTD inaccurate.

**Section 9:** Provide a brief narrative summary of the analysis of the participation rate of IWTD with respect to employee recognition and rewards, e.g., how do IWTD fare in the receipt of awards when compared with their representation in the workforce.

IWTD received 0.45% of Time-Off Awards and 0.68% of Cash Awards from 100-500 dollars and 0.35% of Cash Awards from 501 dollars and up. The difference in average award amounts for IWTD were statistically insignificant, indicating that awards were equally distributed between IWTD and the workforce.

**Section 10:** Provide a brief narrative summary of the analysis of the separation rate of IWTD, e.g., is the separation rate for IWTD higher than the ratio for employees with no disabilities, is the IWTD separation rate higher than their accessions.

Overall there were 8 separations for IWTD and that represents 1.82 % of all separations. The accession rate was lower than the separation rate and the rate of separation was significantly lower than employees with no disability.

**Section 11:** Provide a brief narrative summary of the analysis of the command's/activity's recruitment efforts, e.g., have these efforts resulted in a sufficiently diverse applicant pool to include IWTD.

NAVFAC has launched several initiatives at Echelon III and IV Commands to promote vacancies at the Hire-Disability website. Hire-Disability is the fastest growing employment site for people with disabilities. Hire Disability Solutions is also the Employment Resource for Vet Success, The National M.S. Society, The Amputee Coalition and The Spinal Cord Injury Association.

NAVFAC has continued to use the Workforce Recruitment Program (WRP) for college students with Disabilities for summer employment to create a pipeline for future employment opportunities through the Student Temporary Employment Program (STEP). This program has resulted in several full time hires. This program continues to grow.

NAVFAC has developed a network with Navy Human Resource Organizations (HROs) and the other SYSCOMS nationwide to hire Wounded Warriors (veterans with at least 30% disability) through the dissemination of Wounded Warriors listings of Schedule A qualified veterans.

**Other Reviews:** Identify and provide a brief narrative summary of other employment processes that were reviewed and analyzed.

NAVFAC managers have been directed to review their positions to identify those that can accommodate persons with disabilities and to review each recruitment opportunity/disabled applicant to determine opportunity for placement. NAVFAC's new Corporate electronic Recruiting Resume Tool will enable hiring managers and HR professionals to search for qualified applicants with Disabilities.

NAVFAC's has reviewed processes that will facilitate sharing of applicant data in order to hire IWTD for NAVFAC's career development programs to expand the recruitment and visibility of IWTD. The Command is continuing to analyze employment processes that may act as a barrier to IWTD including the type of certificates requested for filling vacancies to ensure that Schedule A is included.

<p align="center"><b>DEPARTMENT OF THE NAVY</b></p> <p align="center"><b>STRATEGIES AND ACTIVITIES UNDERTAKEN TO MAINTAIN A SPECIAL PROGRAM FOR THE RECRUITMENT, EMPLOYMENT AND ADVANCEMENT OF INDIVIDUALS WITH TARGETED DISABILITIES</b></p> <p align="center"><b>PART J-4</b></p>	
<p><b>COMMAND/ACTIVITY: Naval Facilities Engineering Command</b></p>	<p><b>FY-2012</b></p>
<p><b>Section 1:</b> Describe the command's/activity's special recruitment program and plan for IWTD, e.g. how and where recruitment executed, what are the expected results of these efforts, are recruiters provided a copy of the plan, describe progress of program/plan compared to the previous reporting period(s).</p> <p>NAVFAC has launched several initiatives at Echelon III and IV Commands to promote vacancies at the Hire-Disability website. Hire-Disability is the fastest growing employment site for people with disabilities. Hire Disability Solutions is also the Employment Resource for Vet Success, The National M.S. Society, The Amputee Coalition and The Spinal Cord Injury Association.</p> <p>NAVFAC has continued to use the Workforce Recruitment Program (WRP) for College students with Disabilities for summer employment to create a pipeline for future employment opportunities through the Student Temporary Employment Program (STEP).</p> <p>NAVFAC has developed a network with Navy Human Resource Organizations (HROs) and the other SYSCOMS nationwide to hire Wounded Warriors (veterans with at least 30% disability) through the dissemination of Wounded Warriors listings of Schedule A qualified veterans.</p> <p>The Special Emphasis Disability Program Managers identified initiatives to increase participation and retention rates of Wounded Warriors in the NAVFAC work force.</p>	
<p><b>Section 2:</b> Describe the command's/activity's special employment program and plan for IWTD, e.g. what special hiring authorities will be used, what are the expected results of employment efforts, description of the command's/activity's plan to achieve the DON goal of an IWTD workforce representation of at least 2%, how is the plan communicated to selecting officials, describe progress of program/plan compared to the previous reporting period(s).</p> <p>NAVFAC managers have been directed to review their positions to identify those that can accommodate persons with disabilities and to review each recruitment opportunity/disabled applicant to determine opportunity for placement. NAVFAC's new Corporate electronic Recruiting Resume Tool will enable hiring managers and HR professionals to search for qualified applicants with Disabilities.</p>	

**Section 3:** Describe the command's/activity's special advancement program and plan for IWTD, e.g. how will IWTD be placed in such a way to improve possibilities for career development, what is the plan for the promotion of IWTD, how is the plan communicated to supervisors/managers, describe progress of program/plan compared to the previous reporting period(s).

NAVFAC has reviewed processes that will facilitate sharing of applicant data in order to hire IWTDs for NAVFAC's career development programs to expand recruitment and visibility of IWTD. The Command is continuing to analyze employment processes that may act as a barrier to IWTD including the type of certificates requested for filling vacancies to ensure that Schedule A is included.



# **EEO Program Status Report**

**FY 2012**

## **Part K FY 2012 Hispanic Employment Program Report**

# **Naval Facilities Engineering Command (NAVFAC) Report on Hispanic Employment Program (HEP) *Fiscal Year 2012***

**Report By:**

**Kym McRae-Haeffner, EEO Specialist and Leo LeCompte, NAVFAC CDEEOO**

COMMANDER'S SIGNATURE

Date: 9-13-12



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William Carty  
Chief Management Officer  
Naval Facilities Engineering Command, Headquarters

**Naval Facilities Engineering Command (NAVFAC)  
Report on Hispanic Employment  
Fiscal Year 2012**

As a result of the low participation rates of Hispanic males/females in the Federal civilian workforce, Executive Order 13171, dated October 12, 2000 directed the establishment and maintenance of a program for the recruitment and career development of Hispanics. Over the last several years, the participation rate of Hispanic males/females in the Department of the Navy (DON) workforce has shown a slow but steady increase. However, their overall participation rate remains low when compared to their availability in the Census Bureau National Civilian Labor Force (NCLF). SECNAVINST 12720.8A, dated August 28, 2002 implements the DON policy for the establishment of a civilian Hispanic Employment Program (HEP) superseding SECNAVINST 1270.8.

The Naval Facilities Engineering Command (NAVFAC) FY 12 Report on Hispanic Employment is comprised of programs and initiatives from Headquarters (HQ) as well as Echelon III and IV commands located throughout the world. The NAVFAC HQ Total Force (TF) EEO/Diversity Office was established in August 2006 and expanded in 2007 to include an additional staff member to support NAVFAC diversity efforts. The TF EEO/Diversity Office continues to identify opportunities for implementing and maintaining a Hispanic Employment Program Plan that incorporates the Chief of Naval Operations (CNO) strategic diversity initiatives and aligns with the objectives of the Equal Employment Opportunity Commission's (EEOC) Model Equal Employment Opportunity Program.

In comparing FY 11 and FY 12, Hispanic participation rates for NAVFAC remained at 5.7%, which is below the CLF of 10.7%. In FY 11, the Hispanic population was 953 and in FY 12 the Hispanic population was 932 which represents a decrease of 21 employees as compared to FY 11. Hispanic participation rates in NAVFAC are listed below.

<b>Command</b>	<b># of Hispanic</b>	<b>% of Workforce</b>
NAVFAC HQ	22	5.17%
NAVFAC WASH	49	3.36%
NAVFAC MW	14	1.63%
NAVFAC MIDLANT	62	1.80%
NAVFAC NW	28	3.03%
NA VFAC LANT	13	2.72%
NAVFAC SW	386	11.78%
NAVFAC HI	41	3.04%
NFELC	82	18.14%
NAVFAC PAC	3	0.76%
NFESC	60	13.13%
NAVFAC SE	137	8.06%
NCC	4	5.00%
NAVFAC EURAFSWA	14	6.08%
NAVFAC FE	5	2.72%
NAVFAC MARIANAS	9	1.68%
NFI	3	8.82%

The NAVFAC FY 12 Report on Hispanic Employment outlines strategic human capital strategies and practices in the following areas: **Community Outreach, Recruitment, Career Development, and Accountability**. NAVFAC is committed to building and sustaining a skilled, knowledgeable, high performing, and diverse workforce that reflects America's diversity.

**Community Outreach:**

**Supporting and implementing the White House initiative on educational excellence for Hispanic Americans; providing information on Federal employment opportunities to students, faculty, and the Hispanic community; promoting the agency/the Federal Government as "Employer of Choice."**

Throughout NAVFAC, there was high participation at numerous job fairs at various colleges and universities and other venues with high Hispanic populations to disseminate information regarding employment opportunities with the DON and the Federal government. Outreach efforts included providing information to students and faculty regarding the DON and current vacancies and information on how to apply for DON positions through USAJOBS. Navy Facilities Expeditionary Logistics Center (NFELC) participated in the 4<sup>th</sup> Annual Ventura County Economic Development job fair, NAVFAC Pacific (PAC) and Hawaii (HI) participated at the University of Hawaii and Honolulu. NAVFAC South West (SW) was represented at Southwestern Community College, San Diego Community College, Cuyamac Community College and the University of California, San Diego.

NAVFAC SW partners with several different organizations to implement procedures to increase outreach and recruiting initiatives. Information regarding the Apprentice Program was disseminated to numerous high schools and colleges within Southern California which resulted in a large pool of applicants. Of the applicants, 123 (12%) were Hispanic. Applicants were required to take the Office of Personnel Management (OPM) Apprentice Test and of those that took the exam 63% were Hispanic and two positions were filled by Hispanics, an 8% result.

NAVFAC Mid Atlantic (MIDLANT) attended one of the largest gatherings of Hispanic/Latino professionals and community members to extend employment opportunities to a fast growing Hispanic population.

Many Commands established relationships with the National Organization of Mexican American Rights (NOMAR), Federally Employed Women (FEW), Blacks in Government (BIG), Federal Asian Pacific American Council Southwest (FAPACSW) and the North Island Hispanic Association (NIHA).

NAVFAC Mid West (MW) hosted an open house meeting and tour for the Society of Hispanic Professional Engineers (SHPE) from the University of Illinois. The purpose of this event was to disseminate information about employment opportunities with the DON. They also attended eight job fairs throughout the FY to disseminate information about employment opportunities with the Navy. They promoted the strengths of government employment by utilizing NAVFAC Career Opportunity Brief.



### **Recruitment:**

**Using student educational employment programs and internships (e.g., Student Career Experience Program, Student Temporary Employment Program, Federal Career Intern Program) to ensure Federal employment opportunities are extended to a broad array of sources for entry-level positions; Using the Presidential Management Fellows (PMF) program for recruiting and advancing graduate and professional school graduates, including Hispanics; Participating in intern programs to recruit new talent directly.**

Navy Crane Center (NCC), an Echelon III Command supports the White House Initiative on Education Excellence for Hispanic American's by providing information on Federal employment opportunities through the HRO Workforce Diversity Department (WFD). Their continued involvement in community organizations and boards such as IMAGE, Inc, the Philadelphia Federal Executive Board, Partners in Equality (FEB PIE ) council and a host of other organizations that support minority involvement and recruitment for the intended purpose of increasing Hispanic employment through promotion of Federal employment opportunities.

NAVFAC Washington (WASH) has deployed initiatives throughout their command that reinforces their commitment to increasing the recruitment and retention of Hispanic engineering students at local colleges and universities. As a result, several out of state students were recruited to fill vacant positions.

NAVFAC South East (SE) established a recruiting calendar to schedule upcoming recruiting events. A diverse team of employees extended efforts at these events to enhance the teams' visibility and technological advancements to attract Hispanic applicants. The Hispanic Engineering Science and Technology (HESTEC) week was included in their schedule. The HESTEC week is organized by the University of Texas-Pan American one of the country's top Hispanic serving institutions in conjunction with the Office of Congressman Ruben Hinojosa. This innovative program was created to address the critical shortage of scientists and engineers. HESTEC has become a model for promoting Science, Technology, Engineering and Math (STEM) careers among south Texas students who are predominately Hispanics.

NAVFAC (HI) has five student trainees participating in the Student Career Experience Program (SCEP) in various trades with one identified as Hispanic.

NAVFAC noted increases in Hispanic participation in the following career fields. In the Program Analyst series, NAVFAC has a 5.2% participation rate of Hispanic females which is above the CLF of 1.6%. In the General Engineer series, Hispanic males had a participation rate of 4.8% which is above the CLF of 3.2%. In the Architect series, Hispanic females had a participation rate of 1.7% which is above the CLF of 1.3%. In the Civil Engineer series, Hispanic males had a participation rate of 4.6% which is above the CLF of 3.7%. In the Mechanical Engineer series, Hispanic males had a participation rate of 4.2% which is above the CLF of 3.1% and in the IT series, Hispanic females had a participation rate of 3.6% which is above the CLF of 1.6%.

In the occupational categories, NAVFAC noted increases in the Executive/Senior Level (Grades 15 and above). There were a total of 8 Hispanic males in FY 12 as compared to a

total of 7 Hispanic males in FY 11. At the Mid-level (Grades 13-14), there were a total of 40 Hispanic males in FY 12 as compared to 38 Hispanic males in FY 11 and 27 Hispanic females in FY 12 as compared to 22 Hispanic females in FY 11.

During FY 12, NAVFAC's servicing HRO Navy Region Hawaii (NRH) office recruited and selected apprentices and engineers. Out of the apprentices recruited, thirteen (11.4%) self-identified as Hispanic which was almost double the Hispanic CLF in Hawaii.

NAVFAC Far East (FE) invited interns from other NAVFAC commands with diverse backgrounds to perform rotational assignments in their respective programs at NAVFAC FE.

NAVFAC SW noted increases in participation rates of Hispanics in their Student Temporary Employment Program (STEP) during the FY. The STEP Competitive process yielded a total of 287 applicants of which 26 were Hispanic (9%). There were a total of 22 vacancies and one position was filled by a Hispanic.

### **Career Development:**

**Promoting participation of all employees in management, leadership and career development programs; developing mentoring programs to motivate young people to pursue higher education and careers with the Federal government**

A NAVFAC SW employee was nominated and selected for the prestigious 2012 Society of Mexican American Engineers and Scientists (MAES) Award. This award serves as an inspiration for future Hispanic students to pursue careers in the field of science and engineering. The Brillante Award is one of eleven categories of the MAES award.

NAVFAC SE has a robust intern program of 38 employees. Quarterly rotational assignments and field visits develop a thorough understanding of Command mission, promote professional development and enhance team building. They also have 12 participants in the Leadership Development Program which assigns mentors to participants.

NFELC interns participate in a three year program and are monitored and mentored by managers. They reinvigorated their mentoring program by conducting training for volunteers to mentor workforce members. A database was established that matches mentors and employees.

All NAVFAC employees are required to complete an electronic Individual Development Plan (eIDP). The eIDP covers three years and outlines formal training, education, and development assignments to assist employee in career development. In addition, NAVFAC Community Managers publish plans clearly outlining the competencies required for entry, mid-level and senior employees. The plans provide suggested training and developmental assignments to assist employees in obtaining these skills.

NAVFAC sponsors and supports the Leadership Development Program as well as the Executive Leadership Development Program, Civilian Career Leadership Development and Defense Leadership and Management Programs.

NAVFAC currently sponsors a Mentoring Program across NAVFAC. Many NAVFAC Commands support mentorship programs to assist employees throughout all levels of their career. NAVFAC reimburses for college/university tuition to encourage advanced education for all employees.

NAVFAC HI offers an internal one year career enhancement program called Employee Development Program for non-supervisory employees who desire training and developmental experiences to broaden their understanding of other functions at NAVFAC HI and gain an understanding of roles and responsibilities as supervisors and leaders. They have seven employees participating in the Employee Development Program. One Hispanic male was also selected for the Pacific Leadership Academy.

NAVFAC SW deployed the 2012 DON Leadership Training Seminar sponsored by the Advisory Council on Hispanic Employment (ACHE) and the AD Hoc African American Senior Executive Committee to their workforce.

**Accountability:**

**Accountability includes senior executives and managers involvement in all phases of recruitment, outreach, and retention of a high-quality workforce drawn from the diversity of the nation. These human capital responsibilities are linked to the performance of managers and supervisors; Ensuring that agency managers and supervisors receive periodic diversity training to carry out their human capital responsibilities.**

NAVFAC senior leadership communicates a strong commitment for diversity to all managers and supervisors in all human resource processes for recruitment, training and diversity to meet and sustain the operations and missions of the Command. Part of the EEO strategy this fiscal year included increasing emphasis on leadership and management accountability. This encompassed management training and awareness as well as integrating EEO principles into all human resource management decisions particularly in the areas of recruiting, hiring and retention. Annual training was given to all managers by local HROs to develop and increase awareness of the responsibility to obtain and maintain a diverse workforce.

NAVFAC HQ established an Equal Employment Opportunity Advisory Committee (HQEEOAC) with a draft written charter to involve Senior Executive Service (SES) champions, supervisors, managers and stakeholders in the barrier analysis of the annual Management Directive 715 (MD-715) Report. NAVFAC HQEEOAC operates under the leadership of the Executive Director and the guidance of NAVFAC Command Deputy Equal Employment Opportunity Officer for the Commander, Naval Facilities Engineering Command. The HQEEOAC is responsible for promoting EEO and diversity in the workplace and for developing strategies and recommendations for management of equality and diversity across the HQ Command. The HQEEOAC identifies barriers and develops strategies and initiatives to remove barriers that impede diversity in the workforce. The goal of this team is to create a barrier-free work environment that enables qualified applicants and employees the freedom to compete and grow to the fullest extent.

NAVFAC HQ and SW recruited and appointed Hispanic Employment Program Managers (HEPMs) as a collateral duty assignment. Two HEPM's are designated for this collateral duty assignment.

Support of diversity is part of the annual evaluation and performance appraisal process. Managers are rated on how well they demonstrate a commitment to diversity of the workforce. Commands track diversity statistics to determine whether goals are being met and improvements made. Included in every NAVFAC supervisory performance plan is a critical element to effectively attract and retain a high-caliber workforce and respond in a responsible and timely manner on all aspects of the recruitment and hiring process. The element also includes the requirement to follow all Equal Employment Opportunity (EEO) principles and promptly address allegations of discrimination, harassment, and retaliation.

As an illustration of NAVFAC's commitment and accountability to achieving a Model EEO Program, SES Champions were appointed for the Hispanic Employment Program. The major objective is to increase the employment of Hispanics. These senior leaders meet monthly and are given the responsibility and accountability for participating in their respective Special Emphasis Program (SEP).

The Command's Model EEO Program includes senior leadership involvement at each level in the enterprise in the analysis and monitoring of individual activity plans and barrier analysis of low participation rates for all identified groups. NAVFAC HQ continues to review the command action plans to determine root causes of low participation rates and develop corrective actions.

NAVFAC has a Joint Special Emphasis Programs/Diversity Event Committee at HQ with the Office of the Judge Advocate General (OJAG). In addition, various NAVFAC commands have similar committees to address and support Hispanic and other special emphasis programs to promote diversity and inclusion.

NAVFAC briefed leaders and managers on the importance of the MD - 715 reporting requirements and the importance of evaluating demographics and barriers within their AOR and provide reoccurring updates to the Executive Steering Committee on actions taken to eliminate barriers and improve outreach efforts and underrepresentation of Hispanics in the workforce.



# **EEO Program Status Report**

**FY 2012**

**Part L**

**A Tables**

**Table A1: TOTAL WORKFORCE - Distribution by Race/Ethnicity and Sex**

Employment Tenure	TOTAL WORKFORCE										RACE/ETHNICITY													
											Non-Hispanic or Latino													
											Hispanic or Latino		White		Black or African American		Asian		Native Hawaiian or Other Pacific Islander		American Indian or Alaska Native		Two or more races	
All	male	female	male	female	male	female	male	female	male	female	male	female	male	female	male	female	male	female						
TOTAL																								
Prior FY	#	16713	12485	4228	635	298	8289	2416	1325	998	677	327	141	64	33	170	63							
	%	100%	74.70%	25.30%	3.82%	1.78%	49.60%	14.46%	7.93%	3.58%	4.03%	1.96%	0.84%	0.38%	0.20%	1.02%	0.39%							
Current FY	#	16276	12213	4063	642	290	8109	2302	1304	588	636	322	145	66	30	189	72							
	%	100%	75.04%	24.96%	3.94%	1.78%	49.82%	14.14%	8.01%	3.61%	3.91%	1.98%	0.89%	0.41%	0.18%	1.16%	0.44%							
CLF (2006)	%	100%	53.20%	46.80%	6.20%	4.50%	39.00%	33.70%	4.80%	5.70%	1.90%	0.10%	0.10%	0.30%	0.30%	0.80%	0.80%							
Difference	#	-437	-272	-165	-13	-8	-180	-114	-21	-10	-41	-5	4	2	-3	19	7							
	%	0.00%	0.33%	-0.33%	0.03%	0.00%	0.23%	-0.31%	0.08%	0.03%	-0.14%	0.02%	0.05%	0.02%	-0.01%	0.14%	0.05%							
Ratio Change	%	-2.61%	-2.18%	-3.90%	-1.98%	-2.68%	-2.17%	-4.72%	-1.58%	-1.67%	-6.06%	-1.53%	2.84%	3.13%	-9.09%	11.18%	10.77%							
Net Change	%																							
PERMANENT																								
Prior FY	#	16219	12156	4036	631	289	8077	2316	1307	579	659	304	132	64	29	155	59							
	%	100%	74.95%	24.88%	3.89%	1.78%	49.80%	14.28%	8.06%	3.57%	4.06%	1.87%	0.81%	0.39%	0.18%	0.96%	0.36%							
Current FY	#	15919	11992	3927	630	281	7969	2225	1290	571	1553	308	138	64	28	178	64							
	%	100%	75.33%	24.67%	3.96%	1.77%	50.06%	13.98%	8.10%	3.59%	3.89%	1.93%	0.87%	0.40%	0.18%	1.12%	0.40%							
Difference	#	-300	-164	-109	-1	-8	-108	-91	-17	-8	-65	-39	4	6	0	-1	23							
	%	0.00%	0.38%	-0.22%	0.07%	-0.02%	0.26%	-0.30%	0.05%	0.02%	-0.22%	-0.17%	0.06%	0.01%	0.00%	0.16%	0.04%							
Ratio Change	%																							
Net Change	%	-1.85%	-1.35%	-2.70%	-0.16%	-2.77%	-1.34%	-3.93%	-1.30%	-1.38%	-5.92%	1.37%	4.55%	0.00%	-3.45%	14.84%	8.47%							
TEMPORARY																								
Prior FY	#	404	329	165	24	9	212	100	18	19	37	18	28	9	4	13	6							
	%	100%	66.60%	33.40%	4.86%	1.82%	42.91%	20.24%	3.64%	3.85%	7.49%	3.64%	4.66%	1.82%	0.80%	3.04%	1.21%							
Current FY	#	387	221	136	12	9	140	77	14	17	28	16	14	7	2	11	8							
	%	100%	61.90%	38.10%	3.36%	2.52%	39.22%	21.57%	3.92%	4.76%	7.84%	4.68%	3.92%	1.86%	0.56%	3.08%	2.24%							
Difference	#	-137	-108	-29	-12	0	-72	-23	-4	-2	-9	-2	-9	-2	-2	-4	2							
	%	0.00%	-4.69%	4.69%	-1.50%	0.70%	-3.70%	1.33%	0.28%	0.92%	0.35%	0.84%	-0.73%	0.14%	-0.25%	0.04%	1.80%							
Ratio Change	%																							
Net Change	%	-27.73%	-32.83%	-17.58%	-50.00%	0.00%	-33.96%	-23.00%	-22.22%	-10.33%	-24.32%	-11.11%	-39.13%	-22.22%	0.00%	-36.67%	33.33%							
NON-APPROPRIATED																								
Prior FY	#																							
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%							
Current FY	#																							
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%							
Difference	#	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0							
	%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%							
Ratio Change	%																							
Net Change	%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%							

Table A2: TOTAL WORKFORCE BY COMPONENT - Distribution by Race/Ethnicity and Sex

Employment Tenure	TOTAL EMPLOYEES				RACE/ETHNICITY													
					Hispanic or Latino		White		Black or African American		Asian		Native Hawaiian or Other Pacific Islander		American Indian or Alaska Native		Two or more races	
	All	male	female		male	female	male	female	male	female	male	female	male	female	male	female	male	female
TOTAL FY	%	#	74.70%	25.30%	49.60%	14.46%	7.93%	3.58%	9.90%	4.05%	1.96%	0.84%	0.38%	0.20%	1.02%	0.39%		
NAVFAC HQ 000254561547692	%	#	425	229	196	12	21	38	13	18	1	1	0	3	2			
NAVFAC WASH 40080	%	#	100%	53.88%	46.12%	2.35%	2.82%	4.94%	3.06%	3.76%	0.24%	0.24%	0.00%	0.71%	0.47%			
NAVFAC MW 40083	%	#	1,458	1,106	352	15	273	114	48	9	0	0	8	2	5			
NAVFAC MIW 40085	%	#	100%	75.86%	24.14%	2.33%	1.03%	7.82%	3.16%	0.62%	0.00%	0.00%	0.55%	0.14%	0.34%			
NAVFAC MIDLANT 40085	%	#	862	726	136	6	40	19	10	3	2	5	1	10	2			
NAVFAC NW 44255	%	#	100%	3.00%	15.78%	0.93%	0.70%	1.51%	1.16%	0.35%	0.23%	0.00%	0.58%	0.12%	1.16%			
NAVFAC CLANT 62478	%	#	3,432	2,817	615	19	474	155	42	20	4	3	10	1	19			
NAVFAC SW 62473	%	#	100%	82.08%	17.92%	1.25%	0.55%	4.52%	1.22%	0.38%	0.12%	0.09%	0.29%	0.03%	0.55%			
NAVFAC HI 62478	%	#	925	682	243	18	16	7	43	19	5	1	5	1	13			
NAVFAC SW 62473	%	#	100%	73.73%	26.27%	1.95%	1.08%	0.76%	4.65%	2.05%	0.54%	0.11%	0.54%	0.11%	1.41%			
NAVFAC HI 62478	%	#	478	257	221	7	14	42	10	6	2	1	0	1	3			
NAVFAC SW 62473	%	#	100%	53.77%	46.23%	1.46%	1.26%	2.93%	2.09%	1.26%	0.42%	0.21%	0.00%	0.21%	0.63%			
NAVFAC HI 62478	%	#	3,277	2,419	858	113	227	79	358	145	28	21	16	15	30			
NAVFAC HI 62478	%	#	100%	73.82%	26.18%	8.33%	3.45%	6.93%	2.41%	10.86%	4.42%	0.88%	0.64%	0.49%	0.46%			
NAVFAC HI 62478	%	#	1,351	1,079	272	34	36	4	581	185	143	27	4	0	58			
NAVFAC HI 62478	%	#	100%	79.87%	20.13%	2.52%	0.52%	2.66%	0.30%	43.75%	13.69%	2.00%	0.30%	0.00%	4.37%			
NAVFAC PAC 62742	%	#	452	295	157	38	24	9	38	18	3	4	4	0	5			
NAVFAC PAC 62742	%	#	100%	65.27%	34.73%	8.41%	9.73%	5.31%	8.63%	3.98%	0.66%	0.88%	0.88%	0.00%	1.11%			
NAVFAC PAC 62742	%	#	394	228	166	2	1	0	183	122	6	15	0	1	8			
NAVFAC PAC 62742	%	#	100%	57.87%	42.13%	0.51%	0.25%	0.25%	41.37%	30.96%	1.52%	3.81%	0.00%	0.25%	1.52%			
NAVFAC PAC 62742	%	#	457	340	117	35	8	7	34	11	0	1	3	1	3			
NAVFAC PAC 62742	%	#	100%	74.40%	25.60%	7.66%	5.47%	1.53%	7.44%	2.41%	0.00%	0.22%	0.66%	0.22%	0.66%			
NAVFAC PAC 62742	%	#	1,701	1,257	444	110	137	83	28	14	4	1	10	2	9			
NAVFAC PAC 62742	%	#	100%	73.90%	26.10%	7.00%	1.06%	5.47%	1.65%	0.82%	0.24%	0.06%	0.59%	0.12%	0.53%			
NAVFAC PAC 62742	%	#	80	69	11	3	2	3	5	0	0	0	0	0	0			
NAVFAC PAC 62742	%	#	100%	86.25%	13.75%	3.75%	1.25%	3.75%	6.25%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%			
NAVFAC PAC 62742	%	#	230	165	65	5	9	9	8	5	2	1	0	1	0			
NAVFAC PAC 62742	%	#	100%	71.74%	28.26%	3.91%	2.17%	3.91%	3.48%	2.17%	0.87%	0.43%	0.00%	0.43%	0.00%			
NAVFAC PAC 62742	%	#	184	142	42	5	13	8	25	15	0	0	0	0	2			
NAVFAC PAC 62742	%	#	100%	77.17%	22.83%	2.72%	0.00%	4.35%	13.59%	8.15%	0.00%	0.00%	0.00%	0.00%	2.17%			
NAVFAC PAC 62742	%	#	536	391	145	4	9	4	166	43	121	68	1	0	14			
NAVFAC PAC 62742	%	#	100%	72.95%	27.05%	0.75%	0.93%	1.68%	30.97%	8.02%	22.57%	12.87%	0.19%	0.00%	2.61%			
NAVFAC PAC 62742	%	#	34	11	23	0	2	2	5	0	0	0	0	0	1			
NAVFAC PAC 62742	%	#	100%	32.35%	67.65%	0.00%	8.82%	5.88%	5.88%	14.71%	0.00%	0.00%	0.00%	2.94%	0.00%			





**Table A3-2: OCCUPATIONAL CATEGORIES - Distribution by Race/Ethnicity and Sex**

Occupational Categories	RACE/ETHNICITY															
	TOTAL EMPLOYEES				Hispanic or Latino				White				Black or African American			
	All	male	female	male	female	male	female	male	female	male	female	male	female	male	female	male
<b>1. Officials and Managers</b>																
Executive/Senior Level (Grades 15 and Above)	# 187	130	57	8	5	103	45	7	2	10	4	1	0	0	0	1
	% 100%	69.52%	30.48%	4.28%	2.67%	55.08%	24.06%	3.74%	1.07%	5.35%	2.14%	0.53%	0.00%	0.00%	0.00%	0.53%
Mid-Level (Grades 13-14)	# 1548	1129	419	40	27	849	269	66	35	137	66	17	12	3	1	17
	% 100%	72.93%	27.07%	2.58%	1.74%	54.84%	17.38%	4.26%	2.26%	8.85%	4.26%	1.10%	0.78%	0.19%	0.06%	1.10%
First-Level (Grades 12 and Below)	# 608	524	84	17	5	351	53	65	11	61	9	25	4	1	2	4
	% 100%	86.18%	13.82%	2.80%	0.82%	57.73%	8.72%	10.69%	1.81%	10.03%	1.48%	4.11%	0.66%	0.16%	0.33%	0.66%
Other	# 3050	1417	1633	83	117	959	842	153	276	146	271	45	84	6	10	25
	% 100%	46.46%	53.54%	2.72%	3.84%	31.44%	27.61%	5.02%	9.05%	4.79%	8.89%	1.48%	2.75%	0.20%	0.33%	0.82%
Officials and Managers - TOTAL	# 5393	3500	2193	148	154	2362	1209	291	324	354	350	88	100	10	13	47
	% 100%	59.34%	40.66%	2.74%	2.86%	41.94%	22.42%	5.40%	6.01%	6.56%	6.49%	1.63%	1.85%	0.19%	0.24%	0.87%
<b>2. Professionals</b>	# 3862	2815	1047	158	80	1894	651	154	114	516	172	38	12	9	7	46
	% 100%	72.89%	27.11%	4.09%	2.07%	49.04%	16.86%	3.99%	2.95%	13.36%	4.45%	0.98%	0.31%	0.23%	0.18%	1.19%
3. Technicians	# 1393	1255	138	57	6	966	99	95	12	94	16	19	1	9	1	15
	% 100%	90.09%	9.91%	4.09%	0.43%	69.35%	7.11%	6.82%	0.86%	6.75%	1.15%	1.36%	0.07%	0.65%	0.07%	1.08%
4. Office/Clerical	# 813	235	578	11	46	130	285	47	111	28	88	7	27	2	9	10
	% 100%	28.91%	71.09%	1.35%	5.66%	15.95%	35.06%	5.78%	13.65%	3.44%	10.82%	0.86%	3.32%	0.25%	1.11%	1.23%
5. Craft Workers	# 4112	4047	65	241	3	2466	38	583	11	529	8	138	5	33	0	57
	% 100%	98.42%	1.58%	5.86%	0.07%	59.97%	0.92%	14.18%	0.27%	12.86%	0.19%	3.36%	0.12%	0.80%	0.00%	1.39%
6. Operatives	# 580	547	33	23	1	343	16	109	13	44	2	14	0	3	0	11
	% 100%	94.31%	5.69%	3.97%	0.17%	59.14%	2.76%	18.79%	2.24%	7.59%	0.34%	2.41%	0.00%	0.52%	0.00%	1.90%
7. Laborers	# 86	76	10	3	0	28	4	19	3	11	0	13	0	0	0	2
	% 100%	88.37%	11.63%	3.49%	0.00%	32.56%	4.65%	22.09%	3.49%	12.79%	0.00%	15.12%	0.00%	0.00%	0.00%	2.33%
8. Service Workers	# 37	37	0	1	0	20	0	6	0	5	0	5	0	0	0	0
	% 100%	100.00%	0.00%	2.70%	0.00%	54.05%	0.00%	16.22%	0.00%	13.51%	0.00%	13.51%	0.00%	0.00%	0.00%	0.00%
Total Workforce	# 16276	12212	4064	642	290	8109	2302	1304	388	1381	636	322	145	66	30	188
	% 100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%

NOTE: Percentages computed down columns and NOT across rows.



**Table A4-2: PARTICIPATION RATES FOR GENERAL SCHEDULE (GS) GRADES by Race/Ethnicity and Sex**

GS/GM, SES, AND RELATED GRADES		TOTAL EMPLOYEES										RACE/ETHNICITY													
		Hispanic or Latino				White		Black or African American		Asian		Non-Hispanic or Latino				American Indian or Alaska Native		Two or more races							
		All	male	female	male	female	male	female	male	female	male	female	male	female	male	female	male	female							
GS-01	#	30	19	11	0	1	9	1	0	1	2	4	6	4	0	0	2	0							
	%	100%	63.33%	36.67%	0.00%	3.33%	30.00%	3.33%	0.00%	3.33%	6.67%	13.33%	20.00%	13.33%	0.00%	0.00%	6.67%	0.00%							
	#	32	16	16	1	2	7	9	1	0	4	4	0	0	1	0	2	1							
GS-02	%	100%	50.00%	50.00%	3.13%	6.25%	21.88%	28.13%	3.13%	0.00%	12.50%	12.50%	0.00%	0.00%	3.13%	6.25%	3.13%								
	#	78	42	36	3	1	24	20	0	7	11	3	1	2	0	3	3								
	%	100%	53.85%	46.15%	3.85%	1.28%	30.77%	25.64%	0.00%	8.97%	14.10%	3.85%	1.28%	2.56%	0.00%	3.85%	3.85%								
GS-03	#	109	63	46	7	6	40	26	10	5	2	5	0	1	1	3	1								
	%	100%	57.80%	42.20%	6.42%	5.50%	36.70%	23.85%	9.17%	4.59%	1.83%	4.59%	0.00%	0.92%	0.92%	2.75%	0.92%								
	#	145	46	99	3	7	32	61	7	18	3	7	0	4	1	0	2								
GS-05	%	100%	31.72%	68.28%	2.07%	4.83%	22.07%	42.07%	4.83%	12.41%	2.07%	4.83%	0.00%	2.76%	0.69%	0.00%	1.38%								
	#	139	34	105	1	7	17	54	9	27	7	9	0	6	0	0	1								
	%	100%	24.46%	75.54%	0.72%	5.04%	12.23%	38.85%	6.47%	19.43%	5.04%	6.47%	0.00%	4.32%	0.00%	0.72%	0.72%								
GS-07	#	530	156	374	9	26	92	172	30	81	13	69	7	15	0	5	6								
	%	100%	29.43%	70.57%	1.70%	4.91%	17.36%	32.45%	5.66%	15.28%	2.45%	13.02%	1.32%	2.83%	0.00%	0.94%	1.13%								
	#	29	12	17	0	1	7	6	3	4	2	3	0	1	0	0	1								
GS-08	%	100%	41.38%	58.62%	0.00%	3.45%	24.14%	20.69%	10.34%	13.79%	6.90%	10.34%	0.00%	3.45%	0.00%	0.00%	3.45%								
	#	809	485	324	28	25	302	161	72	55	56	62	19	14	1	3	4								
	%	100%	59.94%	40.05%	3.46%	3.09%	37.33%	19.90%	8.90%	6.80%	6.92%	7.66%	2.35%	1.73%	0.12%	0.37%	0.46%								
GS-10	#	44	34	10	2	1	24	8	6	1	2	0	0	0	0	0	0								
	%	100%	77.27%	22.73%	4.55%	2.27%	54.55%	18.18%	13.64%	2.27%	4.55%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%								
	#	1759	1314	445	59	36	962	234	112	62	118	77	32	24	9	4	8								
GS-11	%	100%	74.70%	25.30%	3.35%	2.05%	54.80%	13.36%	6.37%	3.52%	6.71%	4.38%	1.82%	1.36%	0.51%	0.23%	1.25%								
	#	4249	2755	1494	156	106	1843	836	188	211	465	252	49	54	11	10	43								
	%	100%	64.84%	35.16%	3.67%	2.49%	43.37%	19.68%	4.43%	4.97%	10.94%	5.93%	1.15%	1.27%	0.26%	0.24%	1.01%								
GS-13	#	2266	1560	706	70	54	1169	458	69	71	209	95	19	14	4	3	20								
	%	100%	68.84%	31.16%	3.09%	2.38%	51.59%	20.21%	3.05%	3.13%	9.22%	4.19%	0.84%	0.62%	0.18%	0.13%	0.88%								
	#	644	449	195	14	5	365	140	11	15	51	29	1	0	0	1	7								
GS-14	%	100%	69.72%	30.28%	2.17%	0.78%	56.68%	21.74%	1.71%	2.33%	7.92%	4.50%	0.16%	0.00%	0.00%	0.16%	1.09%								
	#	208	144	64	9	5	113	51	8	3	11	4	2	0	0	1	1								
	%	100%	69.23%	30.77%	4.33%	2.40%	54.33%	24.52%	3.85%	1.44%	5.29%	1.92%	0.96%	0.00%	0.00%	0.48%	0.48%								
All other (unspecified GS)	#	11	5	6	0	0	1	1	3	3	1	0	0	0	0	0	2								
	%	100%	45.45%	54.55%	0.00%	0.00%	9.09%	9.09%	27.27%	27.27%	9.09%	0.00%	0.00%	0.00%	0.00%	0.00%	18.18%								
	#	8	8	0	0	0	7	0	1	0	0	0	0	0	0	0	0								
Senior Ex. Service	%	100%	100.00%	0.00%	0.00%	0.00%	87.50%	0.00%	12.50%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%								
	#	11690	7142	3948	362	283	5014	2238	530	544	957	623	136	139	28	30	115								
	%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%								

NOTE: Percentages computed down columns and NOT across rows.



**Table A6-1: PARTICIPATION RATES FOR MAJOR OCCUPATIONS - Distribution by Race/Ethnicity and Sex**

Job Title/Series Agency Rate Occupational CLF		TOTAL EMPLOYEES				RACE/ETHNICITY													
						Non-Hispanic or Latino													
						Hispanic or Latino		White		Black or African American		Asian		Native Hawaiian or Other Pacific Islander		American Indian or Alaska Native		Two or more races	
All	male	female	male	female	male	female	male	female	male	female	male	female	male	female	male	female			
Program Analyst GS-343	#	530	137	393	8	28	87	189	15	77	18	66	7	22	1	2	1	9	
	%	100%	25.85%	74.15%	1.51%	5.28%	16.42%	35.66%	2.83%	14.53%	3.40%	12.45%	1.32%	4.15%	0.19%	0.38%	0.19%	1.70%	
Occupational CLF		100%	61.40%	38.60%	2.00%	1.60%	52.50%	31.10%	2.50%	3.30%	3.40%	1.90%	0.00%	0.00%	0.30%	0.20%	0.50%	0.30%	
General Engineer GS-0801	#	737	641	96	36	3	475	65	23	10	89	15	9	1	0	0	9	2	
	%	100%	86.97%	13.03%	4.88%	0.41%	64.45%	8.82%	3.12%	1.36%	12.08%	2.04%	1.22%	0.14%	0.00%	0.00%	1.22%	0.27%	
Occupational CLF		100%	89.60%	10.40%	3.20%	0.60%	71.80%	7.10%	3.00%	0.80%	9.90%	1.60%	0.10%	0.00%	0.20%	0.00%	1.40%	0.10%	
Engineering Technician GS-0802	#	1282	1185	97	49	4	917	73	91	7	89	10	18	1	7	1	14	1	
	%	100%	92.43%	7.57%	3.82%	0.31%	71.53%	5.69%	7.10%	0.55%	6.94%	0.78%	1.40%	0.08%	0.55%	0.08%	1.09%	0.08%	
Occupational CLF		100%	80.90%	19.10%	6.10%	1.60%	62.30%	13.00%	5.70%	2.20%	5.10%	1.80%	0.10%	0.00%	0.40%	0.10%	1.10%	0.40%	
Architect GS-808	#	397	303	94	15	7	209	63	23	6	45	18	4	0	2	0	5	0	
	%	100%	76.32%	23.68%	3.78%	1.76%	52.64%	15.87%	5.79%	1.51%	11.34%	4.53%	1.01%	0.00%	0.50%	0.00%	1.26%	0.00%	
Occupational CLF		100%	79.70%	20.30%	4.30%	1.30%	67.30%	16.30%	2.20%	0.50%	4.50%	1.80%	0.00%	0.00%	0.20%	0.00%	1.10%	0.40%	
Civil Engineer GS-810	#	704	586	118	33	4	378	68	16	6	141	36	9	1	1	0	8	3	
	%	100%	83.24%	16.76%	4.69%	0.57%	53.69%	9.66%	2.27%	0.85%	20.03%	5.11%	1.28%	0.14%	0.14%	0.00%	1.14%	0.43%	
Occupational CLF		100%	89.90%	10.10%	3.70%	0.60%	74.10%	7.50%	2.90%	0.60%	7.40%	1.10%	0.00%	0.00%	0.50%	0.10%	0.80%	0.10%	
Environmental Engineer GS-819	#	521	347	174	13	11	247	109	12	13	68	37	3	2	1	0	3	2	
	%	100%	66.60%	33.40%	2.50%	2.11%	47.41%	20.92%	2.30%	2.50%	13.05%	7.10%	0.58%	0.38%	0.19%	0.00%	0.58%	0.38%	
Occupational CLF		100%	77.80%	22.20%	2.20%	0.90%	65.40%	17.80%	3.00%	1.20%	5.80%	1.90%	0.10%	0.00%	0.20%	0.10%	1.10%	0.10%	
Mechanical Engineer GS-830	#	447	404	43	19	5	273	29	16	2	91	5	1	0	1	2	3	0	
	%	100%	90.38%	9.62%	4.25%	1.12%	61.07%	6.49%	3.58%	0.45%	20.36%	1.12%	0.22%	0.00%	0.22%	0.45%	0.67%	0.00%	
Occupational CLF		100%	93.40%	6.50%	3.10%	0.20%	79.00%	5.10%	3.00%	0.50%	6.80%	0.60%	0.10%	0.00%	0.20%	0.00%	1.10%	0.10%	
Contract Surveillance GS-1101	#	550	380	170	21	10	288	112	31	26	25	18	9	1	2	2	4	1	
	%	100%	69.09%	30.91%	3.82%	1.82%	52.36%	20.36%	5.64%	4.73%	4.55%	3.27%	1.64%	0.18%	0.36%	0.36%	0.73%	0.18%	
Occupational CLF		100%	43.40%	56.60%	4.70%	5.30%	30.20%	39.70%	4.90%	7.80%	2.60%	2.30%	0.10%	0.10%	0.20%	0.40%	0.50%	0.90%	

**Table A6-2: PARTICIPATION RATES FOR MAJOR OCCUPATIONS - Distribution by Race/Ethnicity and Sex**

Job Title/Series Agency Rate Occupational CLF		TOTAL EMPLOYEES		RACE/ETHNICITY													
				Hispanic or Latino		White		Black or African American		Asian		Native Hawaiian or Other Pacific Islander		American Indian or Alaska Native		Two or more races	
				male	female	male	female	male	female	male	female	male	female	male	female	male	female
Contract Specialist GS-1102	#	1025	352	18	40	227	361	39	95	43	113	17	47	0	3	8	14
	%	100%	34.34%	1.76%	3.90%	22.15%	35.22%	3.80%	9.27%	4.20%	11.02%	1.66%	4.59%	0.00%	0.29%	0.78%	1.37%
Occupational CLF	#	381	246	11	14	146	59	33	34	42	21	4	4	1	2	9	1
	%	100%	64.57%	2.89%	3.67%	38.32%	15.49%	8.66%	8.92%	11.02%	5.51%	1.05%	1.05%	0.26%	0.52%	2.36%	0.26%
IT Specialist GS-2210	#	445	437	17	1	276	3	50	2	63	2	16	0	6	0	9	0
	%	100%	98.20%	3.82%	0.22%	62.02%	0.67%	11.24%	0.45%	14.16%	0.45%	3.60%	0.00%	1.35%	0.00%	2.02%	0.00%
Electrician WD-2805	#	100	97.4	8.4	0.2	79.7	1.9	5.7	0.3	1.3	0.1	0.1	0	0.8	0	1.50%	0.00%
	%	100%	97.4	8.4	0.2	79.7	1.9	5.7	0.3	1.3	0.1	0.1	0	0.8	0	1.50%	0.00%
Occupational CLF	#	326	322	25	0	205	3	52	1	25	0	8	0	2	0	5	0
	%	100%	98.77%	7.67%	0.00%	62.88%	0.92%	15.95%	0.31%	7.67%	0.00%	2.45%	0.00%	0.61%	0.00%	1.53%	0.00%
Occupational CLF	#	432	425	32	0	287	6	36	0	54	0	7	1	3	0	6	0
	%	100%	98.38%	7.41%	0.00%	66.44%	1.39%	8.33%	0.00%	12.50%	0.00%	1.62%	0.23%	0.69%	0.00%	1.39%	0.00%
Maintenance Worker WD-4749	#	100%	95.90%	12.10%	0.50%	70.10%	2.60%	9.70%	0.70%	0.80%	0.10%	2.10%	0.10%	0.10%	0.00%	1.70%	0.00%
	%	100%	95.90%	12.10%	0.50%	70.10%	2.60%	9.70%	0.70%	0.80%	0.10%	2.10%	0.10%	0.10%	0.00%	1.70%	0.00%
Occupational CLF	#	345	343	19	0	191	1	50	0	67	0	10	1	1	0	5	0
	%	100%	99.42%	5.51%	0.00%	55.36%	0.29%	14.49%	0.00%	19.42%	0.00%	2.90%	0.29%	0.29%	0.00%	1.45%	0.00%
Air Conditioning Mechanic WD-5306	#	100%	98.20%	9.70%	0.20%	79.90%	1.20%	5.20%	0.30%	1.30%	0.00%	0.10%	0.00%	0.60%	0.00%	1.30%	0.00%
	%	100%	98.20%	9.70%	0.20%	79.90%	1.20%	5.20%	0.30%	1.30%	0.00%	0.10%	0.00%	0.60%	0.00%	1.30%	0.00%

**Table A8: NEW HIRES BY TYPE OF APPOINTMENT - Distribution by Race/Ethnicity and Sex**

Employment Tenure		TOTAL WORKFORCE				RACE/ETHNICITY																							
						Hispanic or Latino		White				Black or African American				Asian				Native Hawaiian or Other Pacific Islander				American Indian or Alaska Native				Two or more races	
All	male	female	male	female	male	female	male	female	male	female	male	female	male	female	male	female	male	female	male	female									
Permanent	#	686	587	99		25	4	439	69	57	20	30	3	16	1	5	0	15	2										
	%	100%	85.57%	14.43%		3.64%	0.58%	63.99%	10.06%	8.31%	2.92%	4.37%	0.44%	2.33%	0.15%	0.73%	0.00%	2.19%	0.29%										
Temporary	#	251	152	99		6	3	91	64	11	6	10	12	24	5	2	1	8	6										
	%	100%	60.56%	39.44%		2.39%	1.23%	36.25%	25.50%	4.38%	2.19%	3.98%	4.78%	9.56%	1.99%	0.80%	0.40%	3.19%	2.39%										
NON-Appropriated	#																												
	%	100%	0.00%	0.00%		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%										
CLF	%	100%	53.20%	46.80%		6.20%	4.50%	39.00%	33.70%	4.80%	5.70%	1.90%	1.70%	0.10%	0.10%	0.30%	0.30%	0.80%	0.80%										

**Table A10: NON-COMPETITIVE PROMOTIONS - TIME IN GRADE - Distribution by Race/Ethnicity and Sex**

Employment Tenure		TOTAL WORKFORCE				RACE/ETHNICITY													
						Hispanic or Latino		White		Black or African American		Asian		Native Hawaiian or Other Pacific Islander		American Indian or Alaska Native		Two or more races	
#		All	male	female	male	female	male	female	male	female	male	female	male	female	male	female			
Total Employees		3,449	2,098	1,351	91	90	1,313	726	189	188	276	155	123	146	2	12	99	46	
Eligible for Career Ladder Promotions		%	100%	60.83%	39.17%	2.64%	2.61%	38.21%	20.88%	5.48%	5.45%	8.00%	4.49%	3.57%	4.06%	0.06%	0.35%	2.87%	1.33%
Time in grade in excess of minimum																			
1 - 12 months		#	1,265	693	572	42	33	410	321	70	78	104	53	39	57	0	8	28	22
		%	100%	54.78%	45.22%	3.32%	2.61%	32.41%	25.38%	5.53%	6.17%	8.22%	4.19%	3.08%	4.51%	0.00%	0.63%	2.21%	1.74%
13 - 24 months		#	919	588	331	30	15	355	185	44	30	79	55	41	36	0	0	39	10
		%	100%	63.98%	36.02%	3.26%	1.63%	38.63%	20.13%	4.79%	3.26%	8.60%	5.98%	4.46%	3.92%	0.00%	0.00%	4.24%	1.09%
25+ months		#	1265	817	448	19	42	553	214	75	80	93	47	43	47	2	4	32	14
		%	100%	64.58%	35.42%	1.50%	3.32%	43.72%	16.92%	5.93%	6.32%	7.35%	3.72%	3.40%	3.72%	0.16%	0.32%	2.53%	1.11%





Table A14: SEPARATIONS BY TYPE OF SEPARATION - Distribution by Race/Ethnicity and Sex

		RACE/ETHNICITY													
Employment Tenure	TOTAL WORKFORCE	Non- Hispanic or Latino													
		Hispanic or Latino		White		Black or African American		Asian		Native Hawaiian or Other Pacific Islander		American Indian or Alaska Native		Two or more races	
		All	male	female	male	female	male	female	male	female	male	female	male	female	male
Voluntary	#	253	179	74	41	26	603	186	77	44	97	47	14	10	6
	%	100%	70.75%	29.25%	16.21%	10.28%	238.34%	73.52%	30.43%	17.39%	38.34%	18.58%	5.53%	3.95%	2.37%
Involuntary	#	73	50	23	14	2	123	43	19	10	15	6	18	2	0
	%	100%	68.49%	31.51%	19.18%	2.74%	168.49%	58.90%	26.03%	13.70%	20.55%	8.22%	24.66%	2.74%	0.00%
Total Separations	#	1,429	1,047	382	55	28	726	229	96	54	112	53	32	12	6
	%	100%	73.27%	26.73%	3.85%	1.96%	50.80%	16.03%	6.72%	3.78%	7.84%	3.71%	2.24%	0.84%	0.42%
Total Workforce	#	9276	49213	4055	642	298	3109	2302	1369	549	1391	636	320	145	56
	%	100%	75.04%	24.96%	3.35%	1.78%	49.32%	15.39%	1.01%	0.59%	8.71%	3.31%	1.98%	0.82%	0.18%



# **EEO Program Status Report**

**FY 2012**

**Part M**

**B Tables**







Table B3-2: OCCUPATIONAL CATEGORIES - Distribution by Disability Employees

Occupational Category		Total WF		Total by Disability Status				Detail for Targeted Disabilities									
				[05] No Disability	[01] Not Identified	[06-04] Other Disabilities	Targeted Disability	[16, 17] Hearing	[23, 25] vision	[28, 32-38] Missing extremities	[64-68] Partial Paralysis	[71-78] Complete paralysis	[82] Epilepsy	[90] Severe Intellectual Disability	[91] Psychiatric Disability	[92] Dwarfism	
1. Officials and Managers - Executive/Senior Level (Grades 15 and Above	#	187		174	7	4	2	0	0	0	0	0	0	0	2		0
	%	100%		93.05%	3.74%	2.14%	1.82%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	1.07%		0.00%
- Mid-Level (Grades 13-14)	#	1548		1427	31	87	3	0	0	1	2	0	0	0	0		0
	%	100%		92.18%	2.00%	5.62%	2.73%	0.00%	0.00%	0.06%	0.13%	0.00%	0.00%	0.00%	0.00%		0.00%
- First-Level (Grades 12 and Below)	#	608		558	15	35	0	0	0	0	0	0	0	0	0		0
	%	100%		91.78%	2.47%	5.76%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%		0.00%
- Other Officials and Managers	#	3050		2762	54	214	20	2	3	0	3	0	9	0	2		1
	%	100%		90.56%	1.77%	7.02%	18.18%	0.07%	0.10%	0.00%	0.10%	0.00%	0.30%	0.00%	0.07%		0.03%
Officials and Managers - TOTAL	#	5393		4921	107	340	25	2	3	1	5	0	9	0	4		1
	%	100%		91.25%	1.98%	6.30%	22.73%	0.04%	0.06%	0.02%	0.09%	0.00%	0.17%	0.00%	0.07%		0.02%
2. Professionals	#	3862		3555	66	221	20	3	1	1	2	2	5	0	6		0
	%	100%		92.05%	1.71%	5.72%	0.52%	0.08%	0.03%	0.03%	0.05%	0.05%	0.13%	0.00%	0.16%		0.00%
3. Technicians	#	1393		1249	25	110	9	1	2	0	1	0	0	0	3		2
	%	100%		89.66%	1.79%	7.90%	8.18%	0.07%	0.14%	0.00%	0.07%	0.00%	0.00%	0.00%	0.22%		0.14%
4. Sales Workers	#	0		0	0	0	0	0	0	0	0	0	0	0	0		0
	%	100%		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%		0.00%
5. Administrative Support Workers	#	813		711	13	70	19	4	0	0	3	1	3	0	7		1
	%	100%		87.45%	1.60%	8.61%	17.27%	0.49%	0.00%	0.00%	0.37%	0.12%	0.37%	0.00%	0.86%		0.12%
6. Craft Workers	#	4112		3791	74	218	29	9	2	0	4	0	4	6	4		0
	%	100%		92.19%	1.80%	5.30%	26.36%	0.22%	0.05%	0.00%	0.10%	0.00%	0.10%	0.15%	0.10%		0.00%
7. Operatives	#	580		514	16	43	7	1	0	0	0	1	0	4	1		0
	%	100%		88.62%	2.76%	7.41%	6.36%	0.17%	0.00%	0.00%	0.00%	0.17%	0.00%	0.69%	0.17%		0.00%
8. Labors and Helpers	#	86		76	0	9	1	1	0	0	0	0	0	0	0		0
	%	100%		88.37%	0.00%	10.47%	0.91%	1.16%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%		0.00%
9. Service Workers	#	37		36	0	1	0	0	0	0	0	0	0	0	0		0
	%	100%		100.00%	0.00%	2.70%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%		0.00%
TOTAL WORKFORCE	#	16276		14853	301	1012	110	21	8	2	15	4	21	10	25		4
	%	100%		100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%		100%

NOTE: Percentages computed down columns and NOT across rows.

Table B4-1: PARTICIPATION RATES FOR GENERAL SCHEDULE (GS) GRADES by Disability

GS/GM, SES, and Related Grade		TOTAL	Total by Disability Status				Detail for Targeted Disabilities									
			[05] No Disability	[01] Not Identified	[06-04] Other Disabilities	Targeted Disability	[16, 17] Hearing	[23, 25] Vision	[28, 32-38] Missing extremities	[64-66] Partial Paralysis	[71-78] Complete Paralysis	[82] Epilepsy	[90] Severe Intellectual Disability	[91] Psychiatric Disability	[92] Dwarfism	
GS - 01	#	30	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
GS - 02	#	32	0	1	0	0	0	0	0	0	0	0	0	0	0	0
	%	100%	0.00%	3.13%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
GS - 03	#	78	0	2	0	0	0	0	0	0	0	0	0	0	0	0
	%	100%	0.00%	2.56%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
GS - 04	#	109	1	7	5	3	0	0	0	0	0	0	0	1	0	0
	%	100%	0.92%	6.42%	4.59%	2.75%	0.00%	0.00%	0.00%	0.00%	0.92%	0.00%	0.92%	0.92%	0.00%	0.00%
GS - 05	#	145	1	12	6	1	0	0	1	1	1	0	0	2	0	0
	%	100%	0.69%	8.28%	4.14%	0.69%	0.00%	0.00%	0.69%	0.69%	0.69%	0.00%	0.00%	1.38%	0.00%	0.00%
GS - 06	#	139	0	15	5	0	0	0	1	0	0	0	0	3	1	0
	%	100%	0.00%	10.79%	3.60%	0.00%	0.00%	0.00%	0.72%	0.00%	0.00%	0.00%	0.00%	2.16%	0.72%	0.00%
GS - 07	#	530	466	11	49	4	1	0	1	0	0	0	0	2	0	0
	%	100%	87.92%	2.08%	9.25%	0.75%	0.19%	0.00%	0.19%	0.00%	0.00%	0.00%	0.00%	0.38%	0.00%	0.00%
GS - 08	#	29	22	3	4	0	0	0	0	0	0	0	0	0	0	0
	%	100%	75.86%	10.34%	13.79%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
GS- 09	#	809	719	11	69	10	4	0	1	0	5	0	0	0	0	0
	%	100%	88.88%	1.36%	8.53%	1.24%	0%	0%	0%	0%	1%	0%	0%	0%	0%	0%
GS - 10	#	44	42	0	2	0	0	0	0	0	0	0	0	0	0	0
	%	100%	95.45%	0.00%	4.55%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
GS - 11	#	1759	1582	34	133	10	0	2	0	0	1	0	0	6	1	0
	%	100%	89.94%	1.93%	7.56%	0.57%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
GS - 12	#	4249	3873	75	280	21	2	2	4	0	7	0	0	3	2	0
	%	100%	91.15%	1.77%	6.59%	0.49%	0.05%	0.05%	0.09%	0.00%	0.16%	0.00%	0.00%	0.07%	0.05%	0.05%
GS - 13	#	2266	2119	42	99	6	0	0	1	2	1	0	0	1	0	0
	%	100%	93.51%	1.85%	4.37%	0.26%	0.00%	0.00%	0.04%	0.09%	0.04%	0.00%	0.00%	0.04%	0.00%	0.00%
GS - 14	#	644	590	13	40	1	0	0	1	0	0	0	0	0	0	0
	%	100%	91.61%	2.02%	6.21%	0.16%	0.00%	0.00%	0.16%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
GS - 15	#	208	193	9	5	1	0	0	0	0	0	0	0	1	0	0
	%	100%	92.79%	4.33%	2.40%	0.48%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.48%	0.00%	0.00%
All Other (EX)	#	11	11	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	100%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
SES	#	8	7	0	1	0	0	0	0	0	0	0	0	1	0	0
	%	100%	87.50%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Total Workforce	#	11090	10102	200	718	70	10	5	2	10	16	0	0	20	4	0
	%	100%	91.09%	1.80%	6.47%	0.63%	0.09%	0.05%	0.02%	0.09%	0.14%	0.00%	0.00%	0.18%	0.04%	0.04%



**Table B4-2: PARTICIPATION RATES FOR GENERAL SCHEDULE (GS) GRADES BY Disability**

GS/GM, SES, and Related Grade		TOTAL		Total by Disability Status				Detail for Targeted Disabilities									
				[05] No Disability	[01] Not Identified	[06-08] Other Disabilities	Targeted Disability	[16, 17] Hearing	[23, 25] Vision	[28, 32-38] Missing extremities	[34-36] Partial Paralysis	[71-78] ComplexP amputations	[32] Epilepsy	[30] Severe Intellectual Disability	[01] Psychiatric Disability	[32] Dwarfism	
GS - 01	#	30	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	%	0.27%	0.30%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
GS - 02	#	32	0	1	0	0	0	0	0	0	0	0	0	0	0	0	
	%	0.29%	0.31%	0.00%	0.14%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
GS - 03	#	78	0	2	0	0	0	0	0	0	0	0	0	0	0	0	
	%	0.70%	0.75%	0.00%	0.28%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
GS - 04	#	109	96	1	7	5	3	0	0	0	0	0	1	0	1	0	
	%	0.98%	0.95%	0.50%	0.97%	7.14%	30.00%	0.00%	0.00%	0.00%	0.00%	0.00%	6.25%	0.00%	5.00%	0.00%	
GS - 05	#	145	126	1	12	6	1	0	0	0	0	0	1	0	2	0	
	%	1.31%	1.25%	0.50%	1.67%	8.57%	10.00%	0.00%	0.00%	0.00%	0.00%	0.00%	6.25%	0.00%	10.00%	0.00%	
GS - 06	#	139	119	0	15	5	0	0	0	0	0	0	0	0	3	1	
	%	1.25%	1.18%	0.00%	2.09%	7.14%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	15.00%	25.00%	
GS - 07	#	530	466	11	49	4	0	1	0	0	0	0	0	0	2	0	
	%	4.78%	4.61%	5.50%	6.82%	5.71%	0.00%	20.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	10.00%	0.00%	
GS - 08	#	29	22	3	4	0	0	0	0	0	0	0	0	0	0	0	
	%	0.26%	0.22%	1.50%	0.56%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
GS- 09	#	809	719	11	69	10	4	0	0	0	0	0	1	0	0	0	
	%	7.29%	7.12%	5.50%	9.61%	14.29%	40.00%	0.00%	0.00%	0.00%	0.00%	0.00%	31.25%	0.00%	0.00%	0.00%	
GS - 10	#	44	42	0	2	0	0	0	0	0	0	0	0	0	0	0	
	%	100%	95.45%	0.00%	4.55%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
GS - 11	#	1759	1582	34	133	10	0	2	0	0	0	0	0	0	6	1	
	%	15.86%	15.66%	17.00%	18.52%	14.29%	0.00%	40.00%	0.00%	0.00%	0.00%	0.00%	6.25%	0.00%	30.00%	25.00%	
GS - 12	#	4249	3873	75	280	21	2	2	4	0	0	1	7	0	3	2	
	%	38.31%	38.34%	37.50%	39.00%	30.00%	20.00%	40.00%	50.00%	40.00%	0.00%	40.00%	43.75%	0.00%	15.00%	50.00%	
GS - 13	#	2266	2119	42	99	6	0	0	1	2	0	0	1	0	1	0	
	%	20.43%	20.98%	21.00%	13.79%	8.57%	0.00%	0.00%	50.00%	10.00%	66.67%	6.25%	0.00%	0.00%	5.00%	0.00%	
GS - 14	#	644	590	13	40	1	0	0	0	0	0	0	0	0	0	0	
	%	5.81%	5.84%	6.50%	5.57%	1.43%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
GS - 15	#	208	193	9	5	1	0	0	0	0	0	0	0	0	1	0	
	%	1.88%	1.91%	4.50%	0.70%	1.43%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	5.00%	0.00%	
All Other (Unspecified GS)	#	11	11	0	0	0	0	0	0	0	0	0	0	0	0	0	
	%	0.10%	0.11%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Senior Executive Service	#	8	7	0	0	1	0	0	0	0	0	0	0	0	1	0	
	%	0.07%	0.07%	0.00%	0.00%	1.43%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	5.00%	0.00%	
Total Workforce	#	11090	10102	200	718	70	10	5	2	10	3	16	0	20	4	4	
	%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	

NOTE: Percentages computed down columns and NOT across rows.



**Table B5-2: PARTICIPATION RATES FOR WAGE GRADES by Disability**

WD/WG, WL/WS Other Wage Grades		Total by Disability Status				Detail for Targeted Disabilities									
		TOTAL	[05] No Disability	[01] Not Identified	[06-04] Other Disabilities	Targeted Disability	[16, 17] Hearing	[23, 25] Vision	[28, 32-35] Missing Extremities	[34-65] Partial Paralysis	[71-78] Complete Paralysis	[82] Epilepsy	[90] Severe Intellectual Disability	[91] Psychiatric Disability	[92] Dementia
Grade - 01	#	11	0	0	0	0	0	0	0	0	0	0	0	0	0
	%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Grade - 02	#	25	0	0	3	0	0	0	0	0	0	0	0	0	0
	%	100%	0.00%	0.00%	12.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Grade - 03	#	56	46	0	9	1	1	0	0	0	0	0	0	0	0
	%	100%	82.14%	0.00%	16.07%	1.79%	1.79%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Grade - 04	#	25	24	0	1	0	0	0	0	0	0	0	0	0	0
	%	100%	96.00%	0.00%	4.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Grade - 05	#	180	161	2	12	5	1	0	0	0	0	1	3	0	0
	%	100%	89.44%	1.11%	6.67%	2.78%	0.56%	0.00%	0.00%	0.00%	0.00%	1.67%	0.00%	0.00%	0.00%
Grade - 06	#	110	91	5	11	3	0	0	0	0	0	3	0	0	0
	%	100%	82.73%	4.55%	10.00%	2.73%	0.00%	0.00%	0.00%	0.00%	0.00%	2.73%	0.00%	0.00%	0.00%
Grade - 07	#	249	227	6	14	2	1	0	0	0	0	1	0	0	0
	%	100%	91.16%	2.41%	5.62%	0.80%	0.40%	0.00%	0.00%	0.00%	0.00%	0.40%	0.00%	0.00%	0.00%
Grade - 08	#	709	649	6	53	1	0	0	0	0	0	1	0	0	0
	%	100%	91.54%	0.85%	7.48%	0.14%	0.00%	0.00%	0.00%	0.00%	0.00%	0.14%	0.00%	0.00%	0.00%
Grade - 09	#	610	562	13	27	8	2	0	0	0	2	2	2	2	0
	%	100%	92.13%	2.13%	4.43%	1.31%	0.33%	0.00%	0.00%	0.00%	0.33%	0.33%	0.33%	0.33%	0.00%
Grade - 10	#	2537	2337	51	131	18	6	3	0	4	1	2	0	2	0
	%	100%	92.12%	2.01%	5.16%	0.71%	0.24%	0.12%	0.00%	0.16%	0.04%	0.00%	0.00%	0.08%	0.00%
Grade - 11	#	495	457	12	25	1	0	0	0	0	0	0	0	1	0
	%	100%	92.32%	2.42%	5.05%	0.20%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.20%	0.00%	0.00%
Grade - 12	#	81	74	2	4	1	0	0	0	1	0	0	0	0	0
	%	100%	91.36%	2.47%	4.94%	1.23%	0.00%	0.00%	0.00%	1.23%	0.00%	0.00%	0.00%	0.00%	0.00%
Grade - 13	#	12	11	0	1	0	0	0	0	0	0	0	0	0	0
	%	100%	92%	0.00%	8.33%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Grade - 14	#	6	5	1	0	0	0	0	0	0	0	0	0	0	0
	%	100%	83.33%	16.67%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Grade - 15	#	3	3	0	0	0	0	0	0	0	0	0	0	0	0
	%	100%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
All Other Wage Grades	#	77	71	3	3	0	0	0	0	0	0	0	0	0	0
	%	100%	92.21%	3.90%	3.90%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
TOTAL	#	5186	4751	101	294	40	11	3	0	5	1	5	10	5	0
	%	100%	91.61%	1.95%	5.69%	0.77%	0.21%	0.06%	0.00%	0.10%	0.02%	0.10%	0.19%	0.10%	0.00%

NOTE: Percentages computed down columns and NOT across rows.

**Table B6: PARTICIPATION RATES FOR MAJOR OCCUPATIONS - Distribution by Disability**

Job Title/Series		Total	Total by Disability Status					Detail for Targeted Disabilities									
			[06] No Disability	[01] Not Identified	[06-04] Other Disabilities	Targeted Disability	[16, 17] Hearing	[23, 26] Vision	[28, 32-36] Missing Extremities	[04-06] Partial Paralysis	[71-73] Complete Paralysis	[82] Epilepsy	[90] Severe Intellectual Disability	[91] Psychiatric Disability	[92] Dwarfism		
Program Analyst GS-343	#	530	476	17	33	4	1	1	0	1	0	1	0	0	0	0	
	%	100%	89.81%	3.21%	6.23%	0.75%	0.19%	0.19%	0.00%	0.00%	0.00%	0.19%	0.00%	0.00%	0.00%	0.00%	
General Engineer GS-0801	#	737	690	12	33	2	0	0	0	0	1	0	0	1	0	0	
	%	100%	93.62%	1.63%	4.48%	0.27%	0.00%	0.00%	0.00%	0.00%	0.14%	0.00%	0.00%	0.00%	0.14%	0.00%	
Engineering Technician GS-0802	#	1282	1,157	27	93	5	0	2	0	0	0	0	0	0	2	1	
	%	100%	90.25%	2.11%	7.25%	0.39%	0.00%	0.16%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.16%	0.08%	
Architect GS-808	#	397	369	7	21	0	0	0	0	0	0	0	0	0	0	0	
	%	100%	92.95%	1.76%	5.29%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Civil Engineer GS-810	#	704	663	10	31	0	0	0	0	0	0	0	0	0	0	0	
	%	100%	94.18%	1.42%	4.40%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Environmental Engineer GS-819	#	521	493	6	21	1	1	0	0	0	0	0	0	0	0	0	
	%	100%	94.63%	1.15%	4.03%	0.19%	0.19%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Mechanical Engineer GS-830	#	447	413	9	21	4	1	0	0	0	1	1	0	1	0	0	
	%	100%	92.39%	2.01%	4.70%	0.89%	0.22%	0.00%	0.00%	0.00%	0.22%	0.22%	0.00%	0.22%	0.00%	0.00%	
Contract Surveillance GS-1101	#	550	492	14	42	2	0	0	0	0	0	1	0	0	0	0	
	%	100%	89.45%	2.55%	7.64%	0.36%	0.00%	0.00%	0.00%	0.00%	0.00%	0.18%	0.00%	0.00%	0.00%	0.00%	
Contract Specialist GS-1102	#	1025	953	13	55	4	0	1	0	0	1	1	0	1	0	0	
	%	100%	92.98%	1.27%	5.37%	0.39%	0.00%	0.10%	0.00%	0.00%	0.00%	0.10%	0.00%	0.10%	0.00%	0.00%	
IT Specialist GS-2210	#	381	343	3	30	5	1	1	0	0	0	1	0	1	0	0	
	%	100%	90.03%	0.79%	7.87%	1.31%	0.26%	0.26%	0.00%	0.00%	0.00%	0.26%	0.00%	0.26%	0.00%	0.00%	



**Table B10: NON-COMPETITIVE PROMOTIONS - TIME IN GRADE BY Disability**

	TOTAL	Total by Disability Status				Detail for Targeted Disabilities									
		(05) No Disability	(01) Not Identified	(03-04) Other Disability	Targeted Disability	(16, 17) Hearing	(23, 25) vision	(28, 32-33) Missing Extremities	(64-65) Partial Paralysis	(71-75) Complete Paralysis	(82) Epilepsy	(90) Severe Intellectual Disability	(91) Psychiatric Disability	(92) Dwarfism	
Total Employees in Career Ladder	#	2,050	1,976	28	46	2	3	-	2	-	4	-	1	-	
	%	100.00%	96.39%	1.37%	2.24%	0.10%	0.15%	0.00%	0.10%	0.00%	0.20%	0.00%	0.05%	0.00%	
Time In Grade in excess of minimum															
1-12 months	#	1253	1177	18	50	8	0	0	0	0	0	0	8	0	0
	%	100.00%	93.93%	1.44%	3.99%	0.64%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.64%	0.00%	0.00%
13-24 months	#	1188	1118	28	39	3	0	0	0	0	2	0	1	0	0
	%	100.00%	94.11%	2.36%	3.28%	0.25%	0.00%	0.00%	0.00%	0.00%	0.17%	0.00%	0.08%	0.00%	0.00%
25+ months	#	1263	1141	14	96	12	0	3	0	2	0	5	2	0	0
	%	100.00%	90.34%	1.11%	7.60%	0.95%	0.00%	0.24%	0.00%	0.16%	0.00%	0.40%	0.16%	0.00%	0.00%



**Table B14: SEPARATIONS By Type of Separation- Distribution by Disability**

Type of Separation	Total		Total by Disability Status			Detail for Targeted Disabilities									
			(05) No Disability	(01) Not Identified	(08-04) Other Disabilities	Targeted Disability	(16, 17) Hearing	(23, 25) Vision	(28, 32-38) Missing Extremities	(64-68) Partial Palsy	(71-78) Complete Palsy	(82) Epilepsy	(90) Severe Intellectual Disabilities	(91) Psychiatric Disability	(92) Dwarfism
Voluntary	#	321	832	22	82	7	0	3	1	0	0	1	1	0	1
	%	100%	259.19%	6.85%	25.55%	2.18%	0.00%	0.93%	0.31%	0.00%	0.00%	0.31%	0.31%	0.00%	0.31%
Involuntary	#	119	247	4	16	1	0	0	0	0	0	0	0	1	0
	%	100%	207.56%	3.36%	13.45%	0.84%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	#DIV/0!	0.00%
Total Separations	#	440	1,079	26	98	8	0	3	1	0	0	1	1	1	1
	%	100%	245.23%	5.91%	22.27%	1.82%	0.00%	0.68%	0.23%	0.00%	0.00%	0.23%	0.23%	0.23%	0.23%
Total Workforce	#	16,376	16,503	301	1,012	130	21	8	2	15	4	21	10	25	2
	%	0%	91.26%	1.85%	6.22%	0.68%	0.13%	0.05%	0.01%	0.09%	0.02%	0.13%	0.06%	0.15%	0.02%